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ABSTRACT

This memorandum describes the programs and services available to women offenders in the Wisconsin correctional institutions for women. In the area of vocational and educational programs and services, this memorandum also briefly compares those available to women offenders with those available to male offenders in Wisconsin correctional institutions and centers. Part I discusses programs and services available for women offenders in the Wisconsin correctional system, including physical health services, alcohol and other drug abuse programs and services, mental health and social services programs, employment and work release programs and services, academic and vocational education programs, and other programs and services for women offenders. Part II describes programs and services at each of five correctional centers. Part III discusses other resources and services available to adult inmates in a Wisconsin correctional institution or center. The appendix includes a description of physical health services available at Taycheedah Correctional Institution; a list of rules on work/study release from the Wisconsin Administrative Code; a table of educational and vocational programs and courses at Wisconsin correctional institutions by institution and provider; a table of literacy, employment and vocational related programs, courses and classes offered at various Department of Corrections (DOC) institutions and centers; DOC's monthly education report; Ellsworth Women's Correctional Center's program statement; and DOC rules relating to visitation. (ABL)

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)"

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WOMEN OFFENDERS IN THE CORRECTIONAL SYSTEM
MEMO NO. 1
August 21, 1992

TO: MEMBERS OF THE SPECIAL COMMITTEE ON WOMEN OFFENDERS IN THE CORRECTIONAL SYSTEM

FROM: Don Salm, Senior Staff Attorney

SUBJECT: Description of Programs and Services Available to Women Offenders at Wisconsin Correctional Institutions and Centers

This Memo describes the programs and services available to women offenders in the Wisconsin correctional institutions and centers for women (Taycheedah Correctional Institution in Fond du Lac, the Ellsworth Correctional Center in Union Grove, the Milwaukee Women's Correctional Center and the Ferris Center in Madison). In the area of vocational and educational programs and services, this Memo also briefly compares those available to women offenders with those available to male offenders in Wisconsin correctional institutions and centers.

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I. PROGRAMS AND SERVICES AVAILABLE FOR WOMEN OFFENDERS IN THE WISCONSIN CORRECTIONAL SYSTEM

Most of the following information is taken from the 1992 version of the Taycheedah Correctional Institution Handbook (hereafter, "the Handbook") provided to each female offender upon admission to Taycheedah. [Programs and services for male offenders at the various male correctional institutions and centers are set forth in a Department of Corrections (DOC) booklet, entitled The Resource Guide: Opportunities and Options (September 1991), a copy of which is available to Special Committee members upon request.]

A. Physical Health Services

The Bureau of Correctional Health, Division of Program Services, DOC, has the responsibility to provide care and appropriate treatment to the health care needs of the correctional population. The standards for delivery of health services in state correctional institutions must be based on the essential standards of the American Medical Association Standards for Health Services in Prisons, published in July 1979 [s. 302.385, Stats.].

A summary of the physical health services provided to inmates at Taycheedah, as set forth in the Handbook, is attached as Appendix 1 to this Memo.

B. Alcohol and Other Drug Abuse Programs and Services

1. Alcoholics Anonymous

a. Description of Program: According to the Handbook (which does **not** have its pages numbered), Alcoholics Anonymous (AA) is a "fellowship of women [offenders] who share their experiences, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism and stay sober."

b. Eligibility: Participation is limited, on a first-come, first-served basis, to approximately **15 inmates** with identified alcohol problems. Inmates are assessed to determine their need for the program.

c. Components: Weekly "round table" discussion meetings and monthly guest speaker meetings utilizing AA members from outside of the institution. Special group visitation with outside members is included from time to time.

d. Duration: Ongoing program.

e. Availability: On an ongoing basis. The program is open-ended and available to all inmates in the general population meeting eligibility requirements.

2. Al-Anon

a. Description of Program: Al-Anon is a self-help support group for persons who have lived in an alcoholic, drug or abusive environment. According to the Handbook:

> Al-Anon provides a setting where the participant learns that she is powerless to control the alcoholic's drinking. This fact must be accepted before the newcomer can progress with the program. She learns that until she stops trying to control, she will only continue to live with the frustration that made her turn to Al-Anon. Once she has learned to let go of the problem, however, the loving concern and help of the other members will provide strong support to help her understand what the Al-Anon program can do for her. As she learns and accepts her powerlessness over the alcoholic, her guilt diminishes.

b. Eligibility: Participation is limited, on a first-come, first-served basis, to approximately **15 inmates**. Inmates are assessed to determine their need for the program.

c. Components: Weekly "round table" discussion meetings led by Al-Anon members from outside of the institution. Special group visitation with outside members is included from time to time.

d. Duration: Ongoing program.

e. Availability: On an ongoing basis. The program is open-ended and available to all inmates in the general population meeting eligibility requirements.

3. Women and Chemicals

a. Description of Program: Women and Chemicals (WAC), a special program developed to meet "the unique needs of women," addresses unresolved dependency issues in women that are behaviorally demonstrated through the use or abuse of chemicals. According to the Handbook:

> Its development was in direct response to the failure of traditional, confrontative male oriented programs. WAC...moves away from the medical model of a disease concept, and moves towards a social responsibility model. WAC enables women to identify as women and to explore the social factors which predispose them to dependency and addiction.... WAC's modules include: Women's Movement, Consciousness Raising, Parenting, Relationships, Decision Making, Domestic Violence, $$$'s and Sense, Women's Health Issues, Self-Esteem, Values Clarification, Wellness, Assertation, and Women's AODA Issues.

b. Eligibility: Any inmate offender who has an identified need in the area of chemical programming and who has a desire to address dependency issues in her life may participate, regardless of security classification. WAC is a part-time program which consists of **four hours of daily programming**. Each participant is expected to maintain an additional part-time assignment dictated by individual or institutional need in educational, vocational or job experience areas.

c. Duration: Each cycle of WAC consists of approximately **12 weeks** of programming. Rosters are determined at the beginning of cycle; the program is not open-ended. The program is repeated four times annually.

d. Availability: WAC is available to any inmate who meets eligibility requirements. Group size is limited to **15 inmates**. Program participants are selected by treatment staff based on a system of prioritization of individual needs.

4. Narcotics Anonymous

a. Description of Program: Narcotics Anonymous (NA) is a "fellowship of men and women for whom drugs have become a major problem." It consists of a group of addicts who meet regularly to help each other abstain from all drugs. NA follows the AA format and provides a setting for inmates to discuss and learn about their use and abuse of drugs and lend support to others in dealing with drug problems.

b. Eligibility: Participation is limited, on a first-come, first-served basis, to approximately **15 inmates** with identified drug problems. Inmates are assessed to determine their need for the program.

c. Components: Monthly and weekly "round table" discussion meetings, and monthly guest speaker meetings utilizing NA members from outside the institution. Special group visitation with outside members is included from time to time.

d. Duration: Ongoing program.

e. Availability: On an ongoing basis. This program is open-ended and is available to all inmates in the general population meeting eligibility requirements.

5. Drug Education Class

a. Description of Program: Drug Education Class, which is part of the institution's Adult Basic Education Program (see Section E, 1, below), is "actually an application of literacy skills" and is primarily designed to develop reading comprehension skills by reading and reporting on issues relating to drug use and abuse. It is designed for inmates that have been drug abusers or that were non-users that have been members of families or relationships where drug use was common. In addition to reading skills, writing skills are also developed and practiced. Students practice critical thinking skills and explore introductory methods of research. Topics include: drug

terms and definitions; stimulants; barbiturates; opium family; marijuana and hashish; hallucinogenics; over-the-counter drugs; and nicotine, caffeine and alcohol.

b. Eligibility: Any inmate having an identified need for Adult Basic Education--Reading/Language Arts and desires to gain information about legal and illegal drugs may participate. The inmate must have a minimum reading level (4th grade level).

c. Duration: A closed program lasting approximately **12 weeks**. This program alternates with a job readiness class.

d. Availability: Any inmate meeting the entrance requirements may participate, but class size is limited to **15 inmates**. Assignment may be part of a full- or part-time school schedule or on a voluntary basis.

C. Mental Health and Social Services Programs

The Bureau of Clinical Services is a specialized agency within the DOC which provides mental health services to residents of correctional institutions and in some probation and parole offices. Clinical Services staff are located in all major institutions, providing diagnostic services (usually requiring only one appointment) as well as short- and long-term treatment.

According to the DOC publication, The Resource Guide: Opportunities and Options (dated September 1991):

> Almost all treatment is provided through group therapy due to limited clinical staff. It is generally only available in the major correctional institutions. Groups may have a general purpose or focus on specific problem areas such as anger control, social skills, and sexual problems. Group therapy that is available is listed under each institution.

The DOC has administrative rules relating to mental health treatment for inmates [ch. DOC 314, Wis. Adm. Code]. These rules, which are based on the premise that involuntary treatment for mental illness is "the form of treatment of last resort," cover such matters as commitment procedures, attempting the use of the least-restrictive treatment and voluntary and involuntary treatment with psychotropic medication.

1. Self-Help

a. Description of Program: According to the Handbook:

> The mission of Self-Help is to provide emotional and spiritual support to any offender in the Wisconsin Correctional Facilities who seeks [self-help] services and has made a commitment to change his

> or her life and to help themselves become reestablished so he or she can return to the community as a productive citizen.... [F]ollowing through with the commitment to change and sticking with it hopefully will aid offenders in succeeding in the outside world.

The Self-Help program is facilitated by community volunteers who provide not only emotional support, but also facilitation of workshops on topics which may include, among others: feelings, self-awareness, building self-esteem, forgiveness, fear, taking risks and making changes.

b. Eligibility: Any inmate in the open institution population who wishes to participate in this program is eligible to do so.

c. Duration: Ongoing program. Structured activities are scheduled twice each month during evening, non-visiting hours.

2. Closer Look

a. Description of Program: According to the Handbook:

> Closer Look is an inmate self-help group designed to provide an opportunity for inmates to develop feelings of self-esteem and confidence in themselves while providing a service to the community of the Taycheedah Correctional Institution and the State of Wisconsin at large.... Participants provide others with a realistic view of prison life from a personal perspective that only an incarcerated person could know. Closer Look has two major functions:
>
> [(1)] They meet with groups of female juveniles who are seen by professionals in their community to be "at risk". Groups of individuals who are presently being serviced by group homes, social service agencies, and Division of Corrections Juvenile Facilities throughout the state regularly meet with the Closer Look group. The format of this meeting is: [(a)] Introductions, [(b)] Ten minute presentations from each Closer Look member centering on the general topics of Life at TCI, Loss of Freedom, Where I Went Wrong, How Could I Have Avoided TCI, What It Takes to Stay Out of Prison, and We Care and Don't Want You to Lose Your Freedom Too, [(c)] Questions and Answers, and [(d)] One-On-One discussions with the girls and inmates.
>
> [(2)] The major function of Closer Look involves participants providing an orientation with the inmates' perspective to all new arrivals at TCI. Participants acquaint new arrivals with the grounds and facilities, explain daily operation of the institution from the

inmates' perspective such as ins and outs of daily living such as canteen, laundry, meals, etc.

b. Eligibility: The Handbook indicates that because "the nature of this program requires a high level of confidentiality and commitment," the following eligibility requirements apply to this program: (1) the interested inmate must have been on grounds for **at least six months** and have **at least one year left** to serve on her sentence; and (2) the inmate's participation must be unanimously approved by the current Closer Look membership.

The size of the Closer Look group is limited to **15 inmates**.

c. Duration: Regularly scheduled meetings are held on a **monthly** basis. Speaking with outside groups is arranged on an as-needed basis and new inmate orientation to the program, is scheduled weekly.

3. Self Development/Career Exploration/New Directions Program

a. Description of Program: According to the Handbook:

> [(1) The first phase of this program,] **Self Development**, is designed specifically for new, incoming inmates and other inmates who identify their need to look at themselves and set a new direction for their lives. The course is designed to increase the positive self-feelings for participants; to develop a pro-active life operating mode; to assume responsibility for herself and her environment; and to acquaint students with the process of effective career decision making. Self Development is usually offered **during the first six weeks** of a woman's incarceration because of the need for the new inmate to readjust; to determine self worth; and to set goals to utilize her skills in a positive manner. In turn, the new inmate will be able to select programs from the areas of work, education and treatment which will provide the necessary experiences so the inmate may achieve her goals.
>
> [(2) The second phase] of the program is **Career Exploration**. This portion allows women to use skills developed in the Self Development part to investigate career opportunities and to develop some job-related skills. These skills involve getting and keeping a job.

The size of the group is limited to **10 inmates** to "allow for greater interaction between instructor and participants." Participants work individually, in small groups and as a large group in the class. Topics covered in the program include:

Self Development Topics

(1) Assertiveness.
(2) Values clarifications (how they affect home, work and school).
(3) Childhood messages (transactional analysis).
(4) Sex-role stereotyping, with an emphasis on nontraditional employment.
(5) Role restructuring.
(6) Anger and guilt.
(7) Irrational beliefs.
(8) Communications for home, work and school.
(9) Listening skills.
(10) Fantasy.
(11) Who am I (self-concept) in relationship to family, school and work.
(12) Winning strengths.
(13) Setting goals and decision-making.
(14) Interest and skill review.
(15) Positive thinking.
(16) Stress on the job.
(17) Health care.
(18) Needs and wants assessment (budgeting).

Career Exploration Topics

(1) What is out there for me? Where am I going?
(2) Career planning and development, including activities on job finding, getting and keeping a job; and on job applications.
(3) Career awareness and assessment.

b. Eligibility: Any inmate entering Taycheedah for the first time and "any inmate that identifies a need to look at herself and set a new direction for her life." A minimum of 7th grade reading level is required on a reading test administered within the last year.

c. Duration: Each program consists of **58 hours** of classroom instruction, **two to three hours** of individual career assessment and **two to three hours** of individual counseling **over a three-week period**. The program is a closed class and is repeated every fourth week throughout the year.

d. Availability: Self Development is available, on a first-come, first-served basis, to any inmate meeting the eligibility requirements.

4. Human Behavior Study Groups

a. Description of Program: The goal of the Human Behavior Study Groups is "to help inmates understand why they behave the way they do in terms of their motivational need system and brain/behavioral strategies so they can make their behaviors more self-serving." Participants are given information through talks, slides, tests and question and answer sessions. Personal problems do not have to be discussed.

b. Eligibility: To participate, an inmate must be recommended by the Assessment and Evaluation (A&E) Committee for the institution and approved by the Clinical Services Supervisor.

c. Duration: **Ten** weekly sessions of **two hours** each.

5. Parenting: Together Today for Tomorrow

a. Description of Program: Together Today for Tomorrow (TTT) is a two-phase program which enables inmates to develop the skills and knowledge to help incarcerated mothers improve their parenting skills and prepare for post-incarceration reunion with their children. TTT deals with the emotional, psychological and informational needs of incarcerated mothers in relation to their children and their parenting responsibilities.

In the first phase of TTT, through lectures, discussion, audiovisual materials, role plays and other means, participants learn techniques of behavior modification, child and parent expectations and alternatives to discipline. Specific subject matter includes: normal growth and development, precursors to child management, attachment, stimulation, social learning, antecedent adult behavior, consequences adults provide and problem-solving.

The second phase of TTT involves daylong extended visitation with children, including structured play activities, parent and child interaction activities, togetherness and fun.

b. Eligibility: Any incarcerated mother who is in the open population may participate in this program. Inmates deemed to have significant histories of assault with children may need Clinical Services clearance prior to program involvement in Phase 1. Consent of the child's legal custodian and child availability are necessary requirements for involvement in Phase 2.

c. Duration: TTT **Phase 1** consists of **16 two-hour weekly sessions**. Participants are relieved from routine assignments in order to facilitate involvement. **Phase 2** visitation is held **monthly** on an ongoing basis.

d. Availability: TTT Phase 1 offerings are based on inmate interest and is usually offered two or three times a year. Group size is limited to **15 inmates** in order to facilitate group process. An ongoing waiting list is maintained. Phase 2 is available to all inmates who have satisfactorily completed Phase 1.

6. Parenting: Systematic Training for Effective Parenting (STEP)

a. Description of Program: Systematic Training for Effective Parenting (STEP) is a "mini-parenting program" designed to teach parents basic principles of child behavior modification. The goal of STEP is to help parents clarify the purposes of children's behavior, separate the behavior from the child's attitude and feelings and provide options for changing the behavior to something more positive or acceptable. It teaches parents how not to reinforce negative behaviors and encourage cooperative behaviors.

Program topics include, among others: understanding children's behavior and misbehavior; understanding more about your child and yourself; encouragement; building confidence and self-worth; communication--how to listen to your child; communication--expressing your ideas and feelings; and consequences--discipline that develops responsibility over family meetings.

b. Eligibility: Any incarcerated mother at Taycheedah who is in general population status. According to the Handbook, "STEP best meets the needs/interests of inmates with children between the ages of 0-12 years old." Each participant must be willing to examine their parenting skills and explore new techniques through discussion, role plays, lectures and audiovisual tapes.

c. Duration: Each cycle of STEP consists of **eight weekly sessions of two hours.**

d. Availability: Provision of STEP is based on inmate interest and availability of group facilitators.

7. Victims of Sexual Abuse Group

a. Description of Program: The goal of the Victims of Sexual Abuse Group is to help inmates recognize the changes that can be accomplished in breaking patterns and habits which resulted from the impact of sexual abuse in their childhoods. Participants share their experience through discussion within the group and then help each other make connections between what happened to them as children and their current problem. Through discussions, participants learn methods of dealing with the memories that prevent a more satisfying life.

b. Eligibility: Selection after interview with institution experts.

c. Duration: Ongoing program.

8. Human Sexuality Study Group

a. Description of Program: The goal of this specialized group is to help inmates recognize the changes that can be accomplished in breaking patterns and habits which resulted from the impact of sexual abuse or sexual offense. Participants share their experiences through discussion within this support group and then help each other make connections between what happened to them as children and their offense.

b. Eligibility: To participate, an inmate must be recommended by the A&E Committee and approved by the Clinical Services Supervisor.

c. Duration: Ongoing program.

9. Friends Aware of Violent Relationships

a. Description of Program: Friends Aware of Violent Relationships (FAVR) is a "cognitively based program" which provides support and information to inmates who have been victims in violent relationships including physical, psychological and sexual abuse. Through group process, lecture, discussions, readings and films, group members' consciousness, awareness and information concerning the topic of abuse is increased. Program components include, but are not limited to: (1) myths and facts of domestic violence; (2) characteristics of abusers and victims; (3) the cycle of violence; (4) anger control techniques; (5) effects of violence on the family; (6) causes of violence; (7) society's role in violence; (8) sexual assault; (9) review of pertinent Wisconsin laws; (10) date rape; and (11) child abuse.

b. Eligibility: Any inmate who is a member of open population status and who has been a victim of domestic violence.

c. Duration: FAVR has **12 weekly sessions of two hours each.**

d. Availability: The program is available to all eligible inmates. Participants are excused from regularly scheduled assignments to participate. In order to facilitate the group process, group size is limited to **15 inmates**. The program is offered three or four times a year as dictated by inmate interests.

10. Crisis Management Study Group

a. Description of Program: The goal of this Group is to study techniques of resolving crises that occur during incarceration. The group studies options and consequences.

b. Eligibility: Inmate request and group sponsor approval.

c. Duration: Ongoing program.

11. Stress Management Study Group

a. Description of Program: The goal is for inmates to study and practice techniques of reducing levels of abnormal stress to normal limits.

b. Eligibility: To participate, an inmate must be recommended by the A&E Committee and approved by the Clinical Services Supervisor.

c. Duration: **Ten weekly sessions of two hours each.**

12. Bridge Program

a. Description of Program: According to the Handbook:

> Within the population of inmates at Taycheedah Correctional Institution there is a group of individuals for whom general programming is likely to be frustrated due to vulnerability and inadequate skills. This program seeks to identify these inmates and to teach them the skills required to adjust adequately to the prison setting, and to ease them back into the general population.

Inmates in the program are given individualized treatment plans. Treatment topics are selected to meet identified needs and include: daily living skills (personal hygiene and room care); social skills (personal rights, expression of needs and self-reliance); anger control; sexuality [self-control, premenstrual syndrome (PMS), hygiene]; dealing with labeling, institutional survival skills, problem-solving, assertiveness and handling "strong-arming" by other inmates; drug abuse in prison; and rumor control. Work or school topics may also be a part of an inmate's individualized program design.

b. Eligibility: Assessment by the institutional staff that the inmate has: (1) "a genuine difficulty" in understanding rules and procedures; (2) an inability to perform daily living skills, such as personal hygiene and proper housekeeping; (3) inadequate social skills, such as poor judgment or lack of confidence; (4) lack of foresight into the consequences of behavior; or (5) chronic misconduct which, in general, is not motivated by a desire to injure others. Candidates are recommended by staff and are assigned to the unit by the Program Review Committee.

c. Duration: Open-ended program (i.e., some inmates will take longer than others to learn the skills necessary to return to general programming).

d. Availability: The Bridge Program has housing for **10 inmates**.

13. Anger Control Group

a. Description of Program: The goal of the Anger Control Group is to help inmates understand the sources of their anger and teach them ways of expressing anger other than through verbal or physical expression. Participants are given information about the nature of anger and discuss how anger responses may be related to their offenses. New techniques of handling anger are taught.

b. Eligibility: Recommended by the A&E Committee and approved by the Clinical Services Supervisor.

c. Duration: **Ten weekly sessions of two hours each.**

14. Lifeline Action Group

a. Description of Program: Lifeline Action Group is a support group for inmates with lengthy sentences. The primary focus of the group is treatment, with particular emphasis placed upon special problems created by long-term incarceration. Identification, exploration and development of coping mechanisms pertaining to these problems is a primary goal.

Social worker facilitators explore topics of interest with these inmates, including, among others: (1) long-term separation from spouse and children and from extended family (parents and siblings); (2) feelings of alienation from the "free world" and loss of identification and status in inmate communities; (3) death of loved ones during incarceration, and the difficulties created by lack of participation in the death-and-dying process and the accompanying grief; (4) celibacy and dealing with the restrictions of expressive affection; (5) depression (signs of, causes and coping mechanisms); (6) physical and mental fitness; (7) entertainment and leisure-time activities; (8) adjustment difficulties experienced by an ever-changing inmate population and accompanying feelings generated from ongoing loss of inmate friendships; and (9) coping skills during holidays, birthdays, and during milestones that occur with inmate's children's lives (e.g., graduations, weddings, confirmations and baptisms).

b. Eligibility: Inmates with a **20-year or greater sentence**.

c. Components: **Bimonthly meetings**, with topics alternating in accordance with treatment objectives listed in item a, above, and entertainment.

d. Duration: Ongoing program.

e. Availability: Ongoing program.

15. Clinical Services Individual Counseling and Psychotherapy

a. Description of Program: According to the Handbook:

> Short-term individual counseling is not provided for situational adjustment problems related to incarceration, roommates, and/or to other interpersonal relationship problems. Only when specific psychopathology is identified, individual treatment sessions for the pathology (psychotherapy) are provided, sometimes in conjunction with psychopharmacology when prescribed by psychiatric consultants. Such individual sessions deal with disturbances as thought, mood, or perception that are outside normal limits.

b. Eligibility: To participate, an inmate must be recommended by the A&E Committee and approved by the Clinical Services Supervisor.

c. Duration: Ongoing program (i.e., continues for the amount of time necessary for resolution).

d. Availability: Ongoing program.

D. Employment and Work Release Programs and Services

1. Job Readiness

a. Description of Program: Job Readiness is designed for inmates who are interested in developing personal skills relating to acquiring and maintaining productive employment. Topic areas include: job searching; job survival (e.g., personal grooming); cooperation with the employer; cooperation with co-workers; using the telephone effectively; dealing with the public; decision-making; stress; initiative on the job; and goal-setting. Students learn through lecture-discussions, small groups, individual instruction and the use of films, film strips, computers and social activities.

b. Eligibility: Any inmate who has an identified need and who has the desire to learn may participate, regardless of security classification. The Handbook suggests that the inmate participate "later in her sentence structure."

c. Duration: A closed program lasting approximately **12 weeks**.

d. Availability: Class size is limited to **15 inmates**, so a waiting list may be established. Assignment to Job Readiness may be a portion of a full- or part-time school assignment or on a voluntary basis.

2. Career Laboratory

a. Description of Program: The Career Laboratory provides an inmate the opportunity to investigate career opportunities in a variety of employment areas. An inmate may review employment statistics and prospective employment projections. Inmates looking for a new career or looking to update present job skills may spend time in the Career Laboratory.

b. Eligibility: Any inmate having an interest in investigating an occupation may participate in the Career Laboratory regardless of security classification.

c. Duration: Ongoing program according to the work schedule of the guidance counselor.

3. Badger State Industries

The administrative rules relating to Wisconsin Corrections Industries are set forth in ch. DOC 313, Wis. Adm. Code. According to s. DOC 313.01:

The purposes of Wisconsin corrections industries are to assist in reintegration of inmates into their communities by providing meaningful employment opportunities within correctional institutions and to maintain self-supporting industries through the sale of products and services. The following goals are relevant to the fulfillment of these purposes:

(1) To provide the inmate with work skills, habits and training necessary to compete in the modern job marketplace, thereby increasing the potential for a successful return to society;

(2) To develop programs that reinforce individual dignity and meet the needs of the individual inmate employe;

(3) To utilize modern production methods and business practices similar to those used by private industry;

(4) To develop, produce and market products of benefit to customers at a competitive price;

(5) To sell to customers products and services unavailable to them through alternative sources; and

(6) To pay inmate employes a wage based upon work productivity.

a. Engraving Department

(1) Description of Program: The Engraving Department provides employes with a working knowledge of engraving techniques, enabling employes to engrave on various materials according to specifications.

(2) Eligibility: Approval by the Program Review Committee and the Badger State Industries Supervisor.

(3) Components: The use of electric engraving machines capable of engraving on many different materials and the use of various saws, drill presses and beveling machines.

(4) Duration: Ongoing program.

(5) Availability: Program hours are **8:00 a.m. to 3:30 p.m., Monday through Friday**. Limited to **five employes**.

b. Silk Screen Industries

(1) Description of Program: Silk Screen Industries trains students in the proper methods of producing silk screened products.

(2) Eligibility: Prior training in silk screening or graphic arts is helpful, but not necessary. Approval by the Program Review Committee and Badger State Industries Supervisor is necessary.

(3) Components: The students develop skills in the production of silk screened products, including screen printing, screen making, screen washing and reclaiming, camera and darkroom operation, ink color mixing and matching, quality control procedures and basic business operating procedures.

(4) Duration: Ongoing program.

(5) Availability: Initially **four to eight** employes, with a peak production staff of **10 to 12** employes. The program represents a job setting with regular work hours of approximately **36 hours per week**.

4. Work/Study Release

a. Description of Program: **Work Release** is a program authorized under s. 56.065, Stats., that grants selected inmates the privilege of leaving the confines of a state correctional facility to participate in employment programs. **Study Release** is a work release program for educational purposes in a technical, vocational, school, university, college, sheltered workshop or training program designed to improve an inmate's skill and ability. The purposes of Work/Study Release include: providing inmates with employment and educational settings to prepare them for productive lives upon release; complementing institution programming; and providing inmates with an opportunity to accumulate funds.

b. Eligibility: Minimum requirements for Work/Study Release are outlined in ch. DOC 324, Wis. Adm. Code, a copy of which is attached as Appendix 2 to this Memo. Additional factors which support an inmate's appropriateness for Work/Study Release are considered by the Program Review Committee and other related staff.

c. Duration: Ongoing program.

d. Availability: Inmates meeting eligibility requirements referred to in item b, above, and who are not eligible for transfer to a minimum security correctional institution may apply for Work/Study Release at Taycheedah. The Handbook states that actual placement is "totally dependent on the availability of community resources."

5. "Adopt-A-Highway" Program

a. Description of Program: The Department of Transportation (DOT) has contracted with Taycheedah to provide inmate workers to answer telephone requests for application information for

the "Adopt-A-Highway" program. The starting salary is $.50 per hour, but beginning with the third pay period, the salary is $.60 per hour and beginning with the fifth pay period, the salary is $.70 per hour.

b. Eligibility: An inmate must have: (1) a reading level of 8th grade or higher; (2) the ability to spell correctly and good penmanship; and (3) the ability to select appropriate material.

c. Duration: The program operates **Monday through Friday, 8:00 a.m. to 4:00 p.m.**, following the State of Wisconsin employe schedule (holidays and weekends off). There are two half-time positions scheduled for four-hour shifts (8:00 a.m. to 12:00 noon; and 12:00 noon to 4:00 p.m.).

6. DOT Back-Up Position

This position is an "on-call" position. The person will fill in when a regular person is not able to work. This position is developed to provide an opportunity to those inmates having physical disabilities limiting the type of work they may participate in. The inmate is paid at the following rates:

a. "On-Call Status"	$.10/hour	(eight hours/day)
b. "Adopt-A-Highway"	$.50/hour	(for number of hours worked)

7. Wisconsin Lottery

a. Description of Program: The Wisconsin Lottery has contracted with Taycheedah to provide information and to answer questions about the Wisconsin Lottery to retailers. Information and answers to potential questions are provided by the Wisconsin Lottery. Assigned inmates answer lottery "hot line" phones and answer questions presented. Upon completion of satisfactory service, an employment recommendation from the Wisconsin Lottery may be obtained. Starting wage is $.50 per hour.

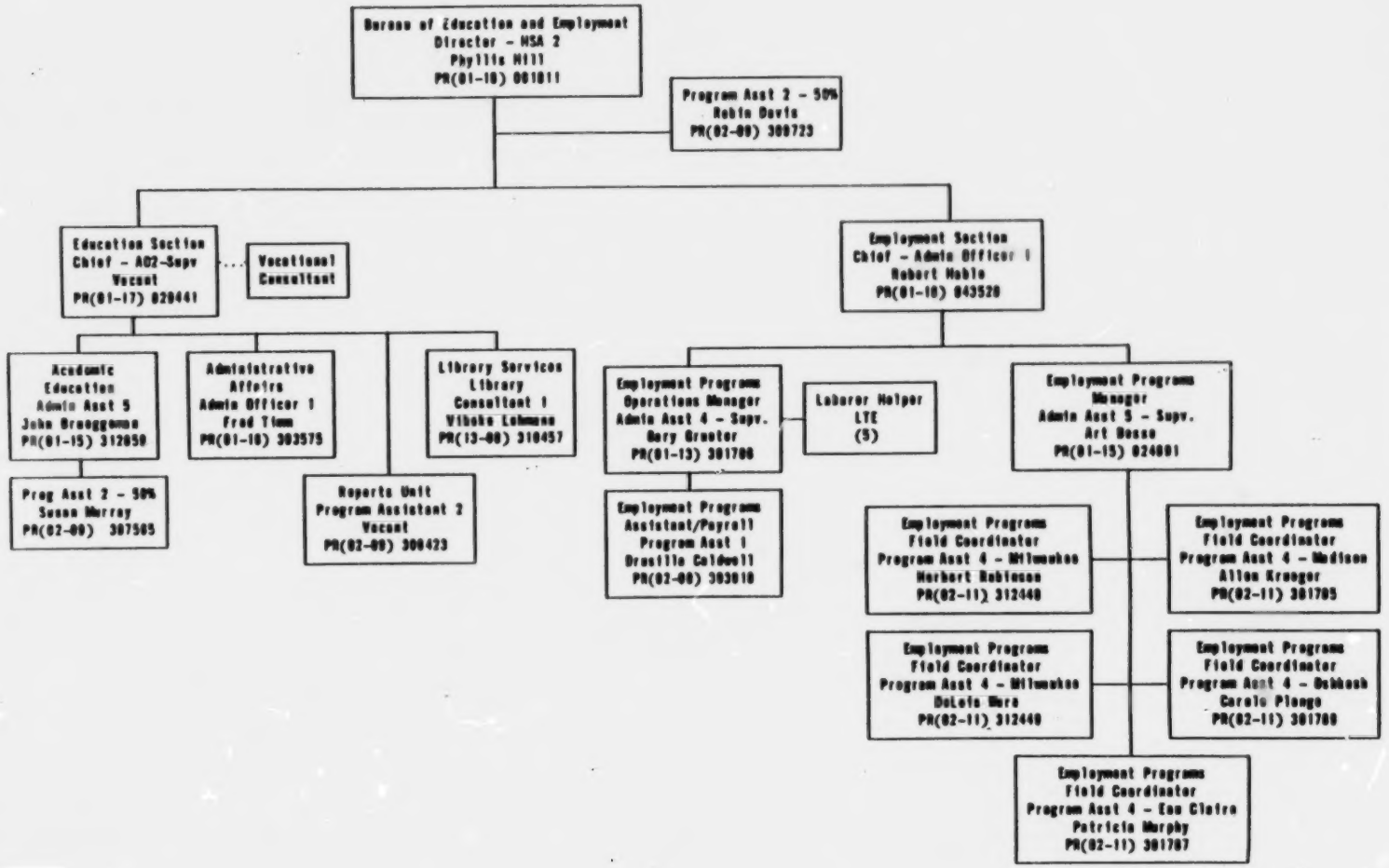
b. Eligibility: Any inmate with at least a 9th grade reading level may apply. An oral reading for the supervisor and an interview with the supervisor is necessary before employment. Security classification does not affect employability.

c. Duration: The program continues until the contract is terminated. Each of the **six half-time positions** work a **four-hour shift**. The workday is from **8:00 a.m. until 5:00 p.m.** The work schedule is a normal **Monday through Friday** week with holidays off.

E. Academic and Vocational Education Programs

Educational and vocational programs for residents of the correctional institutions are the responsibility of the Bureau of Education and Employment within the DOC's Division of Program Services. The diagram, on page 20, illustrates the structure of the Bureau of Education and Employment.

Diagram 1: Bureau of Education and Employment



DPSBEE:A:ORGCHTS
August, 1990

According to the DOC publication, The Resource Guide: Opportunities and Options (dated September 1991), the DOC provides inmates the opportunities for:

1. Increasing reading and mathematics abilities.

2. Obtaining a high school equivalency diploma.

3. Developing job skills.

4. Taking courses leading to a college degree.

For purposes of comparison, the information that follows provides an overview of the various types of educational and vocational programs available to residents in male and female adult correctional institutions, and in certain areas, in the correctional centers. In most cases, the types of programs are available at all institutions. Where Taycheedah is one of the institutions at which the program is available, "TAYCHEEDAH" is bracketed after the title of the program.

Appendix 3, attached to this Memo, provides for each institution: (1) a list of the current educational and vocational programs in the institution; (2) the provider of the program; and (3) the average daily population (ADP) of the program from July 1, 1989 to June 30, 1990 (more recent information on ADP for an entire year was not available from the DOC). For ease of comparison, Appendix 4, which is taken from The Resource Guide, supra, uses a different format, setting forth the program and then indicating which DOC institutions and centers offer specified educational and vocational programs. In Appendix 4, "TCI" refers to Taycheedah and "AWCC" refers to Ellsworth (formerly, Atherton Women's Correctional Center); the other acronyms refer to male correctional institutions and centers in the state (e.g., WCI = Waupun Correctional Institution; OCI = Oshkosh Correctional Institution).

Appendix 5 is the DOC's Monthly Education Report for May 1992 (the most recent report available) indicating the current enrollment in various educational and vocational programs offered at the institutions and centers. That report also indicates the number of inmates who completed various programs during that month. The acronyms used in that report are spelled out below.

There are several types of academic educational programs offered at the institutions. The major programs are:

1. Adult Basic Education (ABE) Program.

2. Exceptional Educational Needs (EEN) Program.

3. High School Equivalency Diploma (HSED) Program.

4. High School Diploma (HSD) Program.

5. Principle of Alphabet Literacy (PALS).

6. College correspondence courses.

7. College courses.

8. Vocational and vocational-related education courses.

9. Study release.

Each of these programs is described below.

1. Adult Basic Education Program [TAYCHEEDAH]

The ABE is a remedial education program consisting of courses in reading, writing and mathematics. The program is designed to prepare a resident for participation in other academic or vocational programs. This program is available at **all adult correctional institutions**.

2. Exceptional Educational Needs Program [TAYCHEEDAH]

The EEN program is administered by the DOC in cooperation with the Wisconsin Department of Public Instruction (DPI). The program provides special services to persons **20 years of age and under** who exhibit learning or emotional disabilities, speech and language impairment or mental retardation. Persons are screened for possible exceptional educational needs during Assessment and Evaluation (A&E) and those thought to be in need of special services are referred to a special evaluation team for placement in appropriate programs. The EEN program is available at Green Bay, Kettle Moraine, Oakhill, Oshkosh and **Taycheedah**.

3. High School Equivalency Diploma Program [TAYCHEEDAH]

This program provides basic skills, knowledge and preparation which enables residents to earn the High School Equivalency Diploma issued by the DPI. The program is available at **all institutions**.

4. High School Diploma Program

At the Green Bay Correctional Institution, a resident can complete institutional courses equivalent to those required by a high school. This is a limited program, since not all high school courses are available at the institution. The High School Diploma Program is available **only at Green Bay**.

5. Principle of Alphabet Literacy [TAYCHEEDAH]

The PALS program is an IBM computer-based literacy program which combines voice, music, video, graphics and touch. The program is designed to deliver instruction to residents who are functioning at a literacy level below the sixth grade, in order to bring their competence up to the sixth grade level. The program, which began in July 1990, is available at **all institutions**.

6. College Correspondence Courses [TAYCHEEDAH]

This program consists of college correspondence courses which are offered to inmates of the institution. **All of the institutions** offer access to these correspondence courses. The inmate pays the cost of college correspondence courses.

7. College Courses [TAYCHEEDAH]

Several institutions offer two-year college programs sponsored by the local University of Wisconsin (UW) center system campus. These programs offer freshman and sophomore level college courses for inmates who may later pursue further college studies towards a degree on study release or upon release from incarceration. Green Bay offers a "Behind-the-Walls" college program sponsored by the UW-Green Bay. College courses are offered at Green Bay, Kettle Moraine, Taycheedah and Waupun. The costs of courses are paid for by the DOC and the UW System, with a portion of the costs offset by Federal Pell Grants obtained by inmates.

8. Vocational and Vocational-Related Education Courses [TAYCHEEDAH]

All institutions offer a wide variety of vocational and vocational-related education courses. Most of those courses are taught by institutional staff and include over 30 different subjects such as auto mechanics, drafting, wood-working and welding. A complete list of vocational education courses offered at the institutions is provided in Appendix 2, cited above, including information on providers and number of residents served.

The vocational education courses taught by institution staff include both accredited and nonaccredited courses. Accredited courses are those which are certified by a vocational, technical and adult education (VTAE) district. The VTAE district retains the records on each student and makes periodic inspections of the institution facilities utilized in the course to evaluate course curriculum, equipment and teacher certification. With both accredited and nonaccredited courses, a diploma or certificate of completion is awarded at the end of the course. Course lengths vary with the complexity of the subject matter but are rarely longer than one year due to the rapid turnover of residents in the institutions.

Other vocational education courses are taught by VTAE district staff. In those cases, the institution contracts with one of the VTAE districts to teach vocational education courses at the institution.

9. Study Release

Study release is a program in which certain residents on minimum security status are permitted to attend classes unescorted at a nearby college, university, technical institute or vocational school. The costs of the classes are paid by the DOC and offset by Federal Pell Grants obtained by residents. The study release program is **offered only at Oakhill.**

F. Other Programs and Services for Women Offenders

1. Inmate Advisory Council

a. Description of Program: Inmate Advisory Council (IAC) members "represent the voice of the inmate population in providing helpful information to the Superintendent." The goal is to assist the Superintendent in determining the needs and priorities of the inmate population confined at Taycheedah in the areas of education, vocational training, culture and recreation.

The IAC receives individual inmate suggestions; evaluates recommendations in light of their impact upon the total inmate population, needed resources, or both; submits proposals based on these recommendations to the Superintendent; and provides specified information that the Superintendent may request.

b. Eligibility: IAC representatives are elected by the total inmate population. Each housing unit elects **four representatives** to sit on IAC.

2. Wisconsin Indian Resource Council

a. Description of Program: The Wisconsin Indian Resource Council offers presentations of traditional Indian history, culture, religion, arts and crafts, and alcoholism through discussion, special speakers and audiovisual materials. Through the Council, the Native American inmate has an opportunity to broaden her knowledge concerning the Native American culture and religion and helps the inmate adjust to incarceration and acceptance of other races and cultures.

b. Eligibility: All inmates in the general population. Participation in religious ceremonies is desirable but not required. An inmate does not have to be Native American to participate.

c. Components: Group meetings deal with various subjects related to culture and religion as interest in a subject is identified.

d. Duration: An ongoing program of **monthly** meetings approximately **two hours** in duration.

e. Availability: Continuous and open-ended to the general Taycheedah population.

3. Inmate Newspaper: Inmate Output

a. Description of Program: Inmate Output is the group responsible for publication of an institutional monthly newspaper. According to the Handbook, "the objectives of this organization are to deal accurately and fairly with issues that are important to women in prison, to provide helpful information, to present entertainment and enjoyment, to promote positive thinking, and to encourage unity and involvement."

The work and activities involved in the production of the paper include the gathering of information; reporting; filing; assigning articles to group members; dividing various tasks; typing and layout of final copy; editing; proofreading; graphics; and the printing, collating and distributing of *Inmate Output*. The group consists of an advisor, four editors, a secretary and reporters/staff members.

b. Eligibility: The group is open to any inmate who is interested. In addition, any inmate may contribute material for publication as long as it meets the guidelines of the newspaper's editorial policy.

c. Duration: Ongoing program.

4. Open Recreation

a. Description of Program: Open Recreation is a program designed to provide inmates with time in the gymnasium for self-initiated and self-directed activities. Open Recreation provides inmates from each housing unit the opportunity to participate in recreational (social and physical) activities of their choice with staff supervision.

b. Eligibility: Any inmate who is in general population status may participate during the hours allocated to her assigned house unit.

c. Duration: Ongoing program offered to each inmate on a weekly basis.

d. Availability: Open Recreation is available to all inmates as outlined in item b, above, who are not assigned to other activities during her building's Open Recreation hours. Each inmate is required to follow the rules of her assigned housing unit to ensure involvement.

5. Leisure Time

a. Description of Program: Leisure time (arts and crafts and physical recreation) are specific goal-directed activities which promote the positive use of free time, teach new activities and promote wellness, through mastery of craft (e.g., crocheting, leather craft, silk flowers and quilting) and athletic skills (e.g., volleyball, basketball and bowling).

b. Eligibility: All inmates in the open population may participate. Participation in physical recreation programs is conditioned on the medical classification of the inmate.

c. Duration: Ongoing program.

d. Availability: Group size may be limited depending upon activity. Each inmate is given the opportunity to sign up for the program in her housing unit. Inmates may sign up for any activity for which they are medically cleared during any hours they are not scheduled for programs or work (i.e., "free time").

6. Religious Services

a. Description of Program: Religious programming is offered for all major denominations consistent with practices normally followed by each faith and as DOC and institution policies permit.

b. Eligibility: All inmates, regardless of religious affiliation, are eligible to attend religious services under conditions imposed by the ministers of each faith and the institution's policies.

c. Components: Taycheedah identifies six major religions for which services are provided: Catholic, Islamic, Jewish, Protestant, Native American and Jehovah's Witnesses. Religions not included in this list are also provided time and facilities for services.

d. Duration: Ongoing program; generally 1-1/2 hours in length.

e. Availability: All religious programs are open to the general population (commitment to regular participation is not required). However, due to programming considerations, the Judaic and Native American programs require a "special request" for participation.

II. PROGRAMS AND SERVICES AT CORRECTIONAL CENTERS

This part of the Memo briefly describes the programs and services available to female inmates at Wisconsin correctional centers: the Ellsworth Correctional Center, the Ferris Center and the Milwaukee Women's Correctional Center. In general, the programs and services listed are identical to or similar to like programs and services at the correctional institutions, as described in Part I, above.

A. Robert E. Ellsworth Correctional Center (Union Grove)

The Robert E. Ellsworth Correctional Center (REECC) is a minimum security facility located near Union Grove. REECC serves two groups of minimum security inmates: pre-release minimum security inmates and long-term minimum security inmates.

1. Description of Programs

Attached as Appendix 5 is the most recent "Program Statement" for REECC, setting forth in detail the programs and services offered to inmates. In general, programs and services include:

a. For pre-release minimum security inmates: Program possibilities for these inmates include work/study release off grounds, alcohol and other drug abuse (AODA) treatment, NA, AA, parenting classes, ABE/GED, degree credit correspondence course work, off grounds religious services, off grounds recreation and off grounds shopping.

b. For long-term minimum security inmates: Program possibilities for these inmates include in-house AODA treatment, NA, AA, job skills, ABE/GED, degree credit correspondence course work, telemarketing, computer training, life skills training, religious services and activities and on grounds recreation.

2. Eligibility

Transfer to the REECC is through the DOC classification system. The Program Review Committee recommends minimum security and transfer to REECC and this recommendation must be approved by the DOC's Central Classification Office.

3. Duration

REECC offers programs on an ongoing basis.

4. Availability

REECC is available to all minimum security inmates. The capacity of the pre-release center at Ellsworth is **57 inmates**; the capacity of the long-term minimum center at Ellsworth is **50 inmates**. A waiting list for programs and services is maintained.

B. Ferris Center (Madison)

The Ferris Center is a minimum security, work/study release facility located in Madison.

1. Description of Programs

Services provided by the Ferris Center include, but are not limited to, work/study release placements, work-experience placement at Badger State Industries and the Wisconsin Conservation Corps, and an in-house counseling program. A placement at the Ferris Center "affords inmates the opportunity to develop and demonstrate parole readiness through participation in responsible daily living situations."

2. Eligibility

Transfer to the Ferris Center is accomplished through the DOC classification system. The Program Review Committee and the classification chief must approve the transfer request.

3. Duration

The Ferris Center offers programs on an ongoing basis.

4. Availability

The Ferris Center is available to minimum security inmates who meet eligibility requirements outlined in item 2, above. Space is limited to **12 inmates**, including two Wisconsin Conservation Corps placements. A waiting list is maintained to assure the orderly transfer of inmates based on inmates' need and availability of community placement resources.

C. Milwaukee Women's Correctional Center

Milwaukee Women's Correctional Center (MWCC) is a minimum security, work/study release institution located near downtown Milwaukee.

1. Description of Programs

Services that MWCC provides include, but are not limited to, work/study release placements and a day treatment chemical dependency program. In-house programming includes, but is not limited to: group or individual counseling, parenting classes, survival skills and "12 Step Programs" (e.g., AA, NA). The Handbook states that:

> ...through MWCC's in-house and community-based programs it endeavors to reintegrate inmates into society. Inmates develop and demonstrate parole readiness skills through participation in responsible daily living situations.

2. Eligibility

Transfer to the MWCC is accomplished through the DOC classification system. The Program Review Committee and the classification chief must approve the transfer request.

3. Duration

MWCC offers this program on an ongoing basis.

4. Availability

MWCC is available to minimum security inmates who meet eligibility requirements outlined in item 2, above. Space is limited to **44 inmates** in the overall program, including 10 inmates in the chemical dependency program. A waiting list is maintained.

D. Community Residential Confinement Program

1. Description of Program

The Community Residential Confinement (CRC) Program is a special type of correctional institution, available in specific counties throughout the state. If placed at CRC, a woman continues in inmate status while being at home. She is monitored by an electronic monitoring system installed on her home telephone and is subject to the disciplinary rules and processes of the institution. The program is community-based for work, school or treatment needs.

2. Eligibility Requirements

To be eligible for this program, an inmate:

a. May not be serving a life sentence.

b. Must have reached her initial parole eligibility date (i.e., six months or 25% of her time sentenced, whichever is greater).

c. Must agree to pay a CRC program fee.

d. Must be minimum security classification.

e. Must agree, in writing, to CRC confinement.

f. Must complete an application form which includes a **confirmed** residence and either an employment or education plan. The inmate's proposal must include a plan for meeting assessment and evaluation identified treatment goals.

Once the inmate meets **basic** CRC eligibility requirements, she is automatically referred to Taycheedah by the Division of Adult Institutions. Upon review at Taycheedah, if the inmate meets **all** requirements, the inmate's social worker contacts the inmate for the application process and referral to Program Review Committee for consideration. If recommended for CRC by the Program Review Committee, final approval is made or denied by the CRC staff.

3. Duration

An inmate is on CRC until paroled or transferred to another institution.

4. Availability

The CRC is ongoing, as inmates become eligible.

E. ARC Center (Madison)

1. Description of Program

ARC Center is a 10-bed minimum security, pre-release center in Madison, operated by ARC, Inc. This pre-release center reports to the Superintendent of CRC.

Inmates at the ARC Center are in work assignments or school assignments during the day. They are assigned a case manager who assists the inmate in (a) obtaining a job or school placement and (b) developing a treatment plan for the inmate that may include various community resources. Monday through Thursday evenings, inmates participate in a variety of groups that include vocational support and discussions of criminal thinking. Inmates are responsible for maintenance and food preparation.

2. Eligibility

ARC Center is primarily intended for inmates who plan to parole to the Madison area or to Region I. Inmates from other regions may be considered on an individual basis. An inmate assigned to the ARC Center must meet minimum classification criteria and must have seen the Parole Commission or have less than 24 months to her mandatory release date, or both.

3. Duration

The average stay at the ARC Center is approximately **six months**.

4. Availability

Ongoing, as inmates become eligible; limited to **10 inmates**.

III. OTHER RESOURCES AND SERVICES AVAILABLE TO ADULT INMATES IN A WISCONSIN CORRECTIONAL INSTITUTION OR CENTER

Chapter DOC 30, Wis. Adm. Code, provides for a number of resources and services available to female, as well as male, inmates in the Wisconsin correctional system. Among the topics covered in that chapter are:

a. Inmate mail [s. DOC 309.05].

b. Visitation policies [ss. DOC 309.10 to 309.17, copies of which are attached as Appendix 7].

c. The holding of public events, art exhibits and banquets in correctional institutions [s. DOC 309.18].

d. Access to legal services, legal materials and the courts [ss. DOC 309.25 to 309.29].

e. Leisure time activities [s. DOC 309.36].

f. Inmate telephone calls [ss. DOC 309.56 to 309.60].

g. The keeping of personal property [s. DOC 309.35] and use of the canteen to purchase items [s. DOC 309.52].

DLS:jt:rjl:kja;kja

Attachments

APPENDIX 1

PHYSICAL HEALTH SERVICES

AVAILABLE AT TAYCHEEDAH CORRECTIONAL INSTITUTION

Dental Clinic Hours — Tuesday and Thursday

Daily Clinic Services — Monday through Friday
Weekends, Holidays

The Health Service Unit (HSU) is staffed with a primary physician, 4 nurses, dentist, dental assistant, program assistant and a HSU-Manager who is also a nurse.

On Call There is a nurse on call when the clinic is closed. The officer will call the nurse on call and she will be available to take care of any medical emergency over the phone or come on the grounds to see the inmate regarding her medical problem.

Specialty Care, if your condition requires the attention of a specialist, arrangements will be made for you to be seen by the appropriate health provider in the community or at the University Hospital in Madison.

Emergency Care, if urgent care is needed in life-threatening circumstances, you will be treated at the local community hospital emergency room or at the University Hospital in Madison. Extensive care as an outpatient or inpatient usually are treated at the University Hospital.

Reproductive Health Care Service, see attached pink sheets in your handbook. If you are of hispanic descent, the nurse will give you blue sheets/ information translated in Spanish.

What Everyone Should Know About Aids, handbook will be contained in this packet.

Health Education Programs, will include the following topics: Personal hygiene, nutrition, sexually transmitted diseases, tuberculosis and other communicable diseases, effects of smoking, dental health practices, drug abuse and danger of self-medication, physical fitness, chronic diseases and/or disabilities, self-breast exam, family planning and any others the inmate expresses interest in.

Any questions up to this point--remember to ask the nurse who interviews you.

HEALTH-O-GRAM of all the information preceding THIS IS THE MOST IMPORTANT TO REMEMBER.
How do I see the nurse, doctor or dentist?
YOU MAKE OUT A HEALTH-O-GRAM--see a sample in this packet.
IF YOU DO NOT OR FEEL YOU CAN NOT MAKE ONE OUT, have the officer help you, discuss this with the interviewing nurse.

The housing unit you will live in has a special place on the wall on each floor with HEALTH-O-GRAMS and envelopes marked Health Service Unit. Put your HEALTH-O-GRAM in the envelope, seal it, and put it in the designated container. The officer will help you. These envelopes/slips are delivered with special care to the health service unit. GOOD LUCK.....

Health Services

The delivery of health services begins at the time you enter Taycheedah Correctional Institution. All new inmates undergo a preliminary screening to assure that they are free of contagious diseases and other acute health problems. If immediate medical attention is needed, it will be provided by the medical staff.[2]

If the clinic is closed or if the nurse is not on grounds at the time of your arrival at the prison and you have any health problems and or medical concerns needing immediate attention, the officer will contact the nurse either on the beeper and/or on the phone.

All inmates will receive the following workup, exceptions to the rule would be paroles and transfer back to Taycheedah Correctional Institution from Metro or Ferris camps; their screening would be a partial exam according to the Bureau's and or primary physician's guidelines.

Examination includes:

a. Comprehensive history, taken by a registered nurse indicating any present complaint and illness.

b. Physical examination, performed by the staff physician.

c. Laboratory tests, performed by trained health care staff on site and special tests sent off site to a certified laboratory, such as; blood counts, hepatitis screen, kidney tests, syphillis test, gonorrhea tests and other sexually transmitted diseases, pap smears for detection of cervical cancer and pregnancy testing in child-bearing women.

d. Further testings may be ordered by the physician as he/she feels necessary.

Following the initial health assessment, the health service staff will set up an appointment for you and the nurse or physician to review/discuss results of any tests. If continuing care is indicated, a treatment plan will be developed for you to assure follow-up during your stay.

e. Dental examination will include a dental history, an oral exam of your hard (teeth) and soft (gums, cheeks, tongue, floor and roof of the mouth, lips and throat) tissues. If you have removable dentures they will also be checked.
Findings will be recorded on a standard dental examination form. The dentist may take X-rays and perform some other diagnostic tests as he feels are necessary.[3]
The dentist will discuss with you his findings and follow through with any necessary approved continuity of care.

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[2]Whitmore, Barbara, Bureau Director of Correctional Health, Correctional Health Services Handbook Information, 1984 draft.

[3]Whitmore, Barbara, Bureau Director of Correctional Health, Correctional Health Services Handbook Information, 1984 draft regarding Dental.

APPENDIX 2

DOC RULES ON WORK/STUDY RELEASE

[ch. DOC 324, Wis. Adm. Code]

Chapter DOC 324

WORK AND STUDY RELEASE

DOC 324.01 Purpose (p. 249)
DOC 324.02 Applicability (p. 249)
DOC 324.03 Definitions (p. 249)
DOC 324.035 Organization of work and study release (p. 250)
DOC 324.04 Eligibility (p. 251)
DOC 324.05 Procedure for application and approval (p. 251)
DOC 324.06 Placement procedure (p. 252)
DOC 324.07 Placement in work release (p. 253)
DOC 324.08 Placement in study release (p. 253)
DOC 324.09 Inmate funds (p. 254)
DOC 324.10 Transportation (p. 255)
DOC 324.11 Custody (p. 256)
DOC 324.12 Inmate conduct on work and study release (p. 256)
DOC 324.13 Termination of work and study release (p. 257)
DOC 324.14 Termination procedure (p. 257)
DOC 324.15 Housing facilities (p. 259)
Appendix (p. 260)

Note: Several sections in this chapter have explanatory notes. This information is located in the appendix following the last section of the chapter.

Note: Chapter HSS 324 was renumbered Chapter DOC 324 and revised under s. 13.93 (2m) (b) 1, 2, 6 and 7, Stats., Register, April, 1990, No. 412.

DOC 324.01 Purpose. The purposes of work and study release privileges are:

(1) To provide an opportunity for inmates to assume responsibility in employment or educational settings to prepare them for a productive life in free society after release;

(2) To complement institution education, training, and work programs with community resources not available in an institution;

(3) To provide inmates with a program activity in which they may demonstrate, through responsible behavior, their readiness for parole;

(4) To provide an opportunity for inmates to accumulate funds to meet financial obligations that might otherwise inhibit adjustment following release or parole; and

(5) To fulfill the correctional goals of public protection and reintegration of the inmate into society.

History: Cr. Register, September, 1981, No. 309, eff. 10-1-81; am. (intro.), Register, February, 1987, No. 374, eff. 3-1-81.

DOC 324.02 Applicability. This chapter applies to the department of health and social services, division of corrections, and adult inmates in its custody. It interprets s. 303.065, Stats. This chapter is adopted pursuant to the authority of s. 303.065 (2), Stats.

History: Cr. Register, September, 1981, No. 309, eff. 10-1-81.

DOC 324.03 Definitions. (1) In this chapter:

(1) "Alternate housing facility" means a facility other than a state prison that is used for quartering inmates with work or study release privileges. An alternate housing facility may be contracted for under s. 303.065 (3), Stats., and may be a county jail or halfway house.

(2) "Classification chief" means the department's chief of classification or designee.

(3) "Department" means the department of corrections.

(4) "MR" means mandatory release date.

(5) "PRC" means the program review committee, whose primary duties and composition are set forth under s. DOC 302.18.

(6) "Study release" means a work release program authorized under s. 303.065 (2), Stats., for educational purposes in a technical, vocational, or trade school, university, a college, a sheltered workshop or a training program designed to improve an inmate's skills and ability.

(7) "Superintendent" means the superintendent of a correctional institution or that person's designee.

(8) "Work or study release status" means a status in which an inmate has been found eligible for work or study release under criteria specified in s. DOC 324.04, has been approved for work or study release by a PRC under s. DOC 324.05, and is available for work or study release placement if a suitable placement is found.

(9) "Work release" means a program authorized under s. 303.065, Stats., that grants to selected inmates the privilege of leaving the confines of state correctional facilities to participate in employment programs. The term "work release" applies only to placements for employment.

(10) "Work release chief" means the department's chief of work release or designee.

(11) "Work release coordinator" or "coordinator" means the person designated at each institution to perform the duties enumerated in this chapter for work release or study release, or that person's designee.

History: Cr. Register, September, 1981, No. 309, eff. 10-1-81; r. and recr. Register, February, 1987, No. 374, eff. 3-1-87.

DOC 324.035 Organization of work and study release. Participation in work and study release is organized as follows:

(1) The inmate shall be eligible under s. DOC 324.04.

(2) The inmate's work or study release status shall be approved unanimously under s. DOC 324.05 by the PRC of the state correctional facility where the inmate is assigned.

(3) Placement in work release shall be in accordance with s. DOC 324.07, and placement in study release shall be in accordance with s. DOC 324.08.

(4) An inmate's financial obligations shall be reported by the inmate and investigated by department personnel, and payments shall be disbursed under s. DOC 324.09.

(5) Transportation shall be arranged under s. DOC 324.10.

(6) Inmate conduct on work or study release shall be in accordance with s. DOC 324.12.

(7) Termination from work release or study release shall be under s. DOC 324.13.

History: Cr. Register, September, 1981, No. 309, eff. 10-1-81; am. (intro.) and (2), Register, February, 1987, No. 374, eff. 3-1-87.

DOC 324.04 Eligibility for work or study release status. To be eligible for work or study release status:

(1) An inmate shall have a security classification of minimum as described in s. DOC 302.12 (1) (e) or a security classification of minimum/community residential confinement as described in s. DOC 302.12 (1) (f). Upon initial assignment of an inmate to a security classification of minimum or minimum/community residential confinement, or upon transfer of an inmate from another state correctional facility, the superintendent of the state correctional facility where the inmate is assigned may observe the inmate in minimum security or minimum security/community residential confinement for 30 days to determine his or her adjustment to minimum security or minimum security/community residential confinement before the inmate becomes eligible for work or study release status. At the end of the 30-day period the superintendent shall inform the PRC of the inmate's adjustment;

(2) An inmate serving a life sentence shall have reached parole eligibility as defined in s. 304.06 (1), Stats.;

(3) An inmate with a record of escape or attempted escape shall be subject to the following additional eligibility requirements:

(a) An inmate convicted in court or found guilty under ch. DOC 303 of escape or attempted escape from a state correctional facility is ineligible for one year from the date the judgment is entered or a finding of guilty under ch. DOC 303 is entered; and

(b) An inmate received at a state correctional facility who has a concurrent or consecutive sentence for escape from a county jail is ineligible for one year from the date judgment is entered;

(4) An inmate whose prior work or study release placement has been terminated under s. DOC 324.13 for misconduct other than escape or attempted escape may be required by the PRC to wait up to 6 months from the date of termination before regaining eligibility;

(5) An inmate serving a sentence following revocation of probation, mandatory release or discretionary parole shall be subject to the following additional eligibility requirements:

(a) Except as provided in par. (b), a violator with or without a new sentence shall serve 6 months from the date of return to a state correctional facility before attaining eligibility, regardless of parole commission action or credit for time served in a county jail; and

(b) An exception to par. (a) may be recommended by the PRC for inmates who are within 6 months of mandatory release. The final decision as to eligibility shall be made by the classification chief.

History: Cr. Register, September, 1981, No. 309, eff. 10-1-81; r. and recr. Register, February, 1987, No. 374, eff. 3-1-87; am. (1), Register, September, 1990, No. 417, eff. 10-1-90.

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DOC 324.05 Procedure for application and approval. (1) An inmate may apply for work or study release status to the institution social worker or any designated staff member.

(2) The social worker or designated staff member shall review the inmate's application and shall report on the inmate's eligibility to the PRC of the state correctional facility where the inmate is assigned.

(3) The inmate shall be approved for work or study release status by the PRC before any further placement efforts can be undertaken.

(4) The program review procedure shall be that which is set forth under s. DOC 302.19 and this chapter. Any inconsistencies shall be resolved in favor of this chapter.

(5) PRC approval for work release or study release status shall be by unanimous vote. If a vote is not unanimous, the case shall be treated in accordance with s. DOC 302.19 (7).

(6) The inmate's physical and emotional condition shall be considered in making the decision. If the inmate needs medication, the PRC shall consult with the correctional health services staff and the clinical services staff before approving work or study release. The correctional health services staff and the clinical services staff shall state whether a work or study release placement is appropriate for the inmate.

(7) The criteria set forth under ss. DOC 302.14 (1), (2), (4), (5), (7), (9), (11), (12) and (13) and 302.16 (1) and (2) shall be considered in making the decision.

(8) Upon PRC approval, the PRC shall notify the state correctional facility's work release coordinator.

History: Cr. Register, September, 1981, No. 309, eff. 10-1-81; am. Register, February, 1987, No. 374, eff. 3-1-87.

DOC 324.06 Placement procedure. (1) Upon PRC approval for the program, the inmate shall meet with the work release coordinator to complete the application process. The application process shall include, in accordance with s. DOC 324.09, information about the inmate's financial obligations. If the application is for study release, the inmate shall apply for benefits as required under s. DOC 324.09 (1).

(2) Upon receiving PRC notification, the institution work release coordinator and appropriate staff shall, under s. DOC 324.09 (2), investigate the inmate's financial obligations and attempt to place the inmate in accordance with the requirements of s. DOC 324.07 or 324.08.

(3) The institution work release coordinator shall solicit work and study placements, shall maintain a list of all potential employers and educational facilities, and shall maintain a list of all placement openings.

(4) Before placement, the work release coordinator shall advise the employers or appropriate school administrators of their responsibilities to the inmates and the program. For placement in a county jail or halfway house, the sheriff or director of the halfway house must consent in advance to accept the inmate. Withdrawal of the consent terminates the placement. Determination of the costs and method of payment for room and board must be arranged prior to placement at the location.

(5) When a suitable placement is available for an inmate, the work release coordinator shall explain to the inmate the rules of work or study release. The work release coordinator shall inform the inmate of the results of the investigation of the inmate's obligations and shall make

recommendations for disbursement under s. 303.065, Stats. The inmate shall sign an agreement to abide by the rules of work release or study release, including financial arrangements. The work release coordinator shall describe on an appropriate form the transportation methods and routes permitted, the places the inmate is authorized to visit, the hours the inmate is authorized to be absent from the institution or housing facility, and the area designated as the immediate confines of the placement site. The inmate shall receive a copy of this form.

(6) Before an inmate begins a work or study release placement, the work release coordinator shall give the department's division of program services and the state correctional facility social worker the following information:

(a) Date placement is to begin;

(b) Site of placement and alternate housing facility, if any;

(c) Hours the inmate will be on the placement site;

(d) Type of work or study program;

(e) Rate of pay or amount of financial aid; and

(f) Other information that may be required to prepare for the placement.

(7) The work release chief and the department's division of adult institutions shall coordinate transportation arrangements between the state correctional facility and the approved alternate housing facility used for the placement. These arrangements are subject to the approval of the classification chief.

(8) All proposals for alternate housing facility placements shall be approved by the department.

History: Cr. Register, September, 1981, No. 309, eff. 10-1-81; am. (6) and (7), (8) renum. from HSS 324.15 and am., Register, February, 1987, No. 374, eff. 3-1-87.

DOC 324.07 Placement in work release. The following requirements apply to all placements in work release:

(1) The inmate shall have a confirmed job offer, or the parole agent shall indicate that employment is imminent in cases where an alternate housing facility is utilized.

(2) Financial compensation shall be comparable to that of other workers employed in similar positions by the same employer.

(3) If the inmate is to be housed in an alternate housing facility, consent shall be obtained from the appropriate authority of the facility.

(4) No inmate may be placed with a relative or in a private home.

(5) The placement is not effective until the inmate actually begins working on the job.

History: Cr. Register, September, 1981, No. 309, eff. 10-1-81; am. (1), r. (2), renum. (3) to (6) to be (2) to (5), Register, February, 1987, No. 374, eff. 3-1-87.

DOC 324.08 Placement in study release. The following requirements apply to all study release placements:

(1) Before placement, the inmate shall be accepted for enrollment at the school. All financial arrangements shall be agreed upon by the inmate and the state correctional facility.

(2) The PRC shall determine the length of time of the placement and may extend that time period. Study release placements shall be for the same length of time as the educational program unless there is good cause for a different length of time.

(3) If the inmate is to be housed in an alternate housing facility, consent shall be obtained from the appropriate authority of the housing facility.

(4) The placement is not effective until the first day of scheduled class attendance.

History: Cr. Register, September, 1981, No. 309, eff. 10-1-81; am. Register, February, 1987, No. 374, eff. 3-1-87.

DOC 324.09 Inmate funds. (1) Under s. DOC 324.06 (1), during the application process for work or study release, each inmate shall list all financial obligations. Inmates approved for study release shall apply for all benefits to which they are entitled as a result of placement in an educational or training program.

(2) Appropriate department personnel shall investigate and determine the following:

(a) Cost of the inmate's food and clothing in the placement assigned;

(b) Cost of an educational placement, including but not limited to tuition and books;

(c) Necessary travel expenses to and from the placement and other incidental expenses;

(d) Support obligations for the inmate's dependents;

(e) Reasonable room charges as determined by the department; and

(f) Financial obligations set by a court judgment and debts acknowledged in writing by the inmate.

(3) The inmate shall sign an agreement acknowledging the department's authority to disburse funds earned while on work release or funds received for study release in accordance with s. 303.065 (5), Stats. Refusal to sign shall make an inmate ineligible for participation.

(4) The state correctional facility business manager shall disburse money received as wages or educational benefits in the following order:

(a) For board including food and clothing for the inmate plus, if the inmate is on study release, tuition, books, fees, tools, and other supplies or, if the inmate is on work release, work related expenses;

(b) Necessary travel expense to and from the placement and other incidental expenses of the inmate;

(c) Payment of the crime victim and witness assistance surcharge under s. 973.045 (4), Stats.;

(d) Support of the inmate's dependents, if any;

(4) Inmates on work release shall pay the cost of transportation to and from the work site as provided under s. 56.065 (5), Stats. If the department provides transportation, it may assess a reasonable charge.

History: Cr. Register, September, 1981, No. 309, eff. 10-1-81; am. Register February, 1987, No. 374, eff. 3-1-87.

DOC 324.11 Custody. Inmates placed in work or study release remain in the legal custody of the department of health and social services.

Note: Since inmates are in the custody of the department at all times, a failure to report to or return from the placement site is an escape under s. 946.42 (3), Stats.

History: Cr. Register, September, 1981, No. 309, eff. 10-1-81.

DOC 324.12 Inmate conduct on work and study release. (1) The following provisions apply to inmate conduct on work and study release and shall be included as part of the work release and study release agreements:

(a) Inmates shall not leave the immediate confines of the placement site or the assigned designated area.

(b) Inmates shall not possess or use any form of alcohol, marijuana, narcotics, or drugs except as authorized and directed by a physician.

(c) Inmates shall abide by all the rules of the employer or the educational or training facility to which they are assigned.

(d) Inmates shall not send or receive personal letters and shall not make or receive personal telephone calls at the placement site unless authorized by the department. Personal visits are not permitted at the placement site.

(e) Inmates shall not enter into contracts or agreements without prior approval by the appropriate correctional authority. Prohibited contracts include but are not limited to: purchases of property, time payments, and marriage. Inmates may, however, hire an attorney.

(f) The inmate may not remove any tools, equipment, or shop-built items from the state correctional facility or bring any such item into the state correctional facility without the superintendent's prior approval.

(g) Money shall be considered contraband unless authorized in advance by the superintendent for incidental expenses. Unexpended funds shall be returned daily.

(h) Inmates shall use only the transportation authorized under s. DOC 324.10.

(i) Inmates shall abide by these administrative rules, the specific policies and procedures of the institution to which they are assigned, and the rules of the facility in which they are housed.

(j) Failure to report or return to an assigned alternate housing facility, or leaving the confines of the alternate housing facility without permission, may be referred for prosecution as an escape under s. 946.42 (3), Stats.

(k) An inmate may not remain on work or study release if a medical or psychological problem of the inmate would go untreated.

(2) The following additional requirements apply only to study release and shall be included in the study release agreement:

(a) Inmates shall attend all regularly scheduled classes even if the instructor does not require attendance. The coordinator must approve all schedules and schedule changes.

(b) Inmates shall maintain passing grades in all courses and a cumulative 2 point (2.0) grade point average (C average) or better on a 4 point (4.0) scale. Incompletes may result in termination at the PRC's discretion.

(c) Unless approved in advance by the superintendent of the state correctional facility, inmates may not enroll in or attend evening courses, courses requiring attendance at events away from the placement site, theater activities, field trips, athletic functions, or social events. The superintendent may require staff escort.

(d) Unless the inmate has received advance approval from the superintendent, the inmate shall not sign up for additional projects that require fees or the purchase of additional books and materials.

(e) Books and nonexpendable items shall be used appropriately and not sold or exchanged during placement without approval.

(3) Violation of this section may result in temination of work or study release under s. DOC 324.13.

History: Cr. Register, September, 1981, No. 309, eff. 10-1-81; am. (1) (f), (h), (j) and (2) (c), Register, February, 1987, No. 374, eff. 3-1-87.

DOC 324.13 Termination of work and study release. An inmate's work release or study release program may be terminated for the following reasons:

(1) At the inmate's request, subject to the approval of the PRC.

(2) Withdrawal of consent to the placement by a person outside of the department whose consent is a prerequisite of the placement. This person may be a county sheriff, the director of a halfway house or other alternate housing facility, an employer, or the appropriate authority in an educational program.

(3) Termination by the department of corrections after determining that the inmate has committed one of the following:

(a) Violation of a statute;

(b) Violation of the rules of the placement site or alternate housing facility;

(c) Violation of the administrative rules of the department;

(d) Violation of the work or study release agreement; or

(e) Violation of any special conditions imposed on the placement.

History: Cr. Register, September, 1981, No. 309, eff. 10-1-81; am. (2) and (3) (b), Register, February, 1987, No. 374, eff. 3-1-87.

DOC 324.14 Termination procedure. (1) The procedure for termination at the request of a person whose consent is necessary for the placement or

at the request of the inmate under s. DOC 324.13 (1) or (2) shall be as follows:

(a) The department shall transport the inmate to the state correctional facility to which the inmate is assigned as soon as possible if the inmate requests termination or upon oral or written notification by an appropriate authority that the authority no longer consents to the placement.

(b) If the notification is given orally, the staff member receiving the oral notification shall document it.

(c) Termination under this subsection is not a termination by the department and is therefore not subject to the hearing requirements of sub. (2). However, termination at the inmate's request shall be subject to approval of the PRC.

(2) If the placement is terminated under s. DOC 324.13 (3), the inmate shall be afforded a due process fact-finding hearing under this sub. (5) for the purpose of determining whether the alleged violation occurred and a PRC review under sub. (6) at which it may be decided to terminate the work or study release status if the inmate is found guilty of the alleged violation at the hearing.

(3) Pending the outcome of the hearing or the PRC review, the department may take any action with reference to the inmate that it considers necessary for protection of the public consistent with administrative rules. Temporary removal or suspension from the placement pending the hearing shall be permitted only if a department staff member makes a written finding that, if an inmate were to remain on work or study release, one or more of the following would exist:

(a) The inmate would seek to intimidate a witness in a pending investigation or disciplinary action;

(b) The inmate would encourage others by example, expressly, or by his or her presence, to defy authority and thereby erode staff's ability to control a particular situation;

(c) There would be a substantial danger to the physical safety of the inmate or another;

(d) There would be a substantial danger that the inmate would try to escape from the custody of the state correctional facility;

(e) A disciplinary investigation would thereby be inhibited; or

(f) A medical or psychological problem of the inmate would go untreated.

(4) When an inmate's work or study release privileges have been suspended under sub. (3) pending a hearing, the hearing shall be held not more than 14 days after the suspension. The period may be lengthened or shortened if the security director approves and the inmate agrees.

(5) The due process fact-finding hearing shall be conducted in accordance with the procedures under ss. DOC 303.76 to 303.82, modified as follows:

(a) The inmate shall receive the notices under s. DOC 303.76 (1) at least 72 hours in advance of any hearing;

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(b) The hearing shall be held not less than 72 hours and not more than 14 days after service of notice;

(c) In accordance with DOC 303.81, with the permission of the hearing officer, the work release coordinator shall interview employers or school officials who have relevant evidence and report to the adjustment committee;

(d) A penalty listed in s. DOC 303.84 need not be imposed as a result of a finding of guilt;

(e) If an inmate who is found guilty at the hearing appeals the decision or punishment to the superintendent, the superintendent shall review all records and forms pertaining to the appeal within 2 working days following the request; and

(f) The hearing shall be conducted by staff of the state correctional facility to which the inmate was assigned at the time of the alleged violation.

(6) If the inmate is found to have committed the violation alleged, the case shall be referred to the PRC of the state correctional facility to which the inmate is assigned. The PRC may terminate the inmate's work and study release status or take any other action considered appropriate. PRC review of the inmate's work or study release status shall be conducted in accordance with ss. DOC 302.15 to 302.19.

(7) An inmate whose work or study release placement has been suspended pending a hearing and who is found not guilty of the alleged violation shall be returned to the placement as soon as practicable following the finding.

(8) If an inmate is unable to attend work or school due to a pending hearing or PRC review, the appropriate school official or employer shall be notified by the state correctional facility to which the inmate is assigned.

History: Cr. Register, September, 1981, No. 309, eff. 10-1-81; am. (1), r. and recr. (2), cr. (3) to (8), Register, February, 1987, No. 374, eff. 3-1-87.

DOC 324.15 Housing facilities. All proposals for housing in county jails, halfway houses, and other community agencies shall be approved by the department.

History: Cr. Register, September, 1981, No. 309, eff. 10-1-81.

APPENDIX 3

EDUCATIONAL AND VOCATIONAL PROGRAMS AND COURSES AT WISCONSIN CORRECTIONAL INSTITUTIONS BY INSTITUTION AND PROVIDER: AND AVERAGE DAILY POPULATION OF THESE PROGRAMS FROM JUNE 30, 1989 TO JULY 1, 1990

INSTITUTION	COURSE/PROGRAM	CURRENT PROVIDER	AVERAGE DAILY POPULATION (1989-90)
Columbia	Adult Basic Education	Department of Corrections (DOC)-State Teachers	106
	PALS		N/A
	High School Equivalency Diploma		10
	Vocational Related		74
	--Human Relations	DOC-State Teachers	
	--Communications	DOC-State Teachers	
	--Small Business Operations	DOC-State Teachers	
	Vocational		
	--Building Services	VTAE (MATC)	20
	--Custodial Services	VTAE (MATC)	30
	--Printing	VTAE (MATC)	15
Fox Lake	Adult Basic Education	DOC-State Teachers	58
	PALS	DOC-State Teachers	N/A
	High School Equivalency Diploma	DOC-State Teachers	100
	Vocational Related		202
	--Trade Math	DOC-State Teachers	
	--Human Relations	DOC-State Teachers	
	Vocational		
	--Auto Body	DOC-State Teachers	16
	--Auto Servicing	DOC-State Teachers	13
	--Building Trades, Masonry	DOC-State Teachers	19
	--Building Trades, Carpentry	DOC-State Teachers	20
	--Custodial Services	DOC-State Teachers	14
	--Electronic Servicing	DOC-State Teachers	15
	--Machine Tool Operation	DOC-State Teachers	18
	--Mechanical and Computer Drafting	DOC-State Teachers	14
	--Refrigeration/Heating Services	DOC-State Teachers	17
	--Retail Sales	DOC-State Teachers	14
	--Small Engine Servicing	DOC-State Teachers	15
	--Welding Metal Fabrication	DOC-State Teachers	13
	--Wood Industries	DOC-State Teachers	15
Green Bay	Adult Basic Education	DOC-State Teachers	69
	PALS	DOC-State Teachers	N/A
	Exceptional Education Needs	DOC-State Teachers	26
	High School Equivalency Diploma	DOC-State Teachers	101
	High School Diploma (limited)	DOC-State Teachers	36
	Vocational Related	DOC-State Teachers	50
	Vocational		
	--Auto Body	DOC-State Teachers	37
	--Auto Service	DOC-State Teachers	8
	--Barber/Stylist	DOC-State Teachers	10
	--Building Trades, Masonry	DOC-State Teachers	13
	--Cabinetmaking	DOC-State Teachers	11
	--Graphics	DOC-State Teachers	13
	--Machine Tool Operation	DOC-State Teachers	10
	--Office Operations	DOC-State Teachers	17
	--Painting and Refinishing	DOC-State Teachers	13
	--Welding	DOC-State Teachers	10
	College Related		
	--Behind the Walls College	UW-Green Bay	43

INSTITUTION	COURSE/PROGRAM	CURRENT PROVIDER	AVERAGE DAILY POPULATION (1989-90)
Kettle Moraine	Adult Basic Education	DOC-State Teachers	168
	PALS	DOC-State Teachers	N/A
	Exceptional Education Needs	DOC-State Teachers	18
	High School Equivalency Diploma	DOC-State Teachers	72
	Vocational		
	--Auto Detailing	DOC-State Teachers	9
	--Cabinetmaking	DOC-State Teachers	9
	--Custodial Services	DOC-State Teachers	9
	--Drafting, Mechanical	DOC-State Teachers	10
	--Machine Tool Operation	DOC-State Teachers	10
	--Metals, Foundry	DOC-State Teachers	6
	--Welding, Metal Fabrication	DOC-State Teachers	12
	College Prep	UW-Center System	80
Oakhill	Adult Basic Education	DOC-State Teachers	51
	PALS	DOC-State Teachers	
	Exceptional Education Needs	DOC-State Teachers	3
	Vocational		
	--Food Service	VTAE/Madison	14
	--Horticulture	VTAE/Madison	14
Oshkosh	Adult Basic Education	DOC-State Teachers	85
	PALS	DOC-State Teachers	N/A
	Exceptional Education Needs	DOC-State Teachers	5
	High School Equivalency Diploma	DOC-State Teachers	24
	Vocational Related		84
	--Trade Math	DOC-State Teachers	
	--Human Relations	DOC-State Teachers	
	--Horticulture	DOC-State Teachers	14
	Vocational		
	--Food Service	VTAE/Fox Valley	20
	--Computer Applications	VTAE/Fox Valley	30
	--Telemarketing	VTAE/Fox Valley	20
	Adult Basic Education	VTAE/Fox Valley	15
Racine*	Adult Basic Education	N/A	N/A
	PALS	N/A	N/A
	High School Equivalency Diploma	N/A	N/A
	Vocational		
	--Computer Applications	VTAE/Gateway	20
	--Electronics	VTAE/Gateway	25
	--Warehousing	VTAE/Gateway	25
	--Food Service	VTAE/Gateway	25
Taycheedah	Adult Basic Education	DOC-State Teachers	28
	PALS		N/A
	Exceptional Education Needs	DOC-State Teachers	N/A
	Self Development	DOC-State Teachers	10
	High School Equivalency Diploma	DOC-State Teachers	32
	Vocational Related		13
	--Trade Math	DOC-State Teachers	
	--Human Relations	DOC-State Teachers	
	--Office Operations	DOC-State Teachers	
	Vocational		
	--Food Service	VTAE/Fox Valley	9
	--Data Processing	VTAE/Lakeshore Tech.	11
	--Pre-Vocational Training	VTAE/Moraine Park	15
	--Electronics	VTAE/Moraine Park	12
	--Building Services	VTAE/Moraine Park	12
	College Prep	UW-Center System	32

INSTITUTION	COURSE/PROGRAM	CURRENT PROVIDER	AVERAGE DAILY POPULATION (1989-90)
Waupun	Adult Basic Education	DOC-State Teachers	56
	PALS	DOC-State Teachers	N/A
	High School Equivalency Diploma	DOC-State Teachers	74
	Vocational		
	--Machine Repair	DOC-State Teachers	15
	--Welding, Metal Fabrication	DOC-State Teachers	14
	--Small Business Operations	Professional Growth, Inc.	N/A
	College Prep	UW-Center System	N/A

* Programs began in May 1991 so Column 4 not applicable.

APPENDIX 4

LITERACY, EMPLOYMENT AND VOCATIONAL RELATED PROGRAMS, COURSES AND CLASSES OFFERED AT VARIOUS DOC INSTITUTIONS AND CENTERS

[SOURCE: DOC, The Resource Guide: Opportunities and Options, pp. III-VI (September 1991)]

DEPARTMENT OF CORRECTIONS

LITERACY AND EMPLOYMENT TRAINING SERVICES
BY SECURITY LEVEL

KEY TO EDUCATION SERVICES: P = Program
C = Course
CL = Class

PROGRAM	CO.#	MAXIMUM	MEDIUM	MINIMUM
Auto Body	4041	GBCI CL	FLCI* P	
Auto Detailing	4042		KMCI CL	
Auto Servicing/Mechanics	4043	GBCI CL	FLCI* P	
Barber/Stylist	5010	GBCI* P		
Building Services	4430	CCI* P		OCI, BRCC CL CL
Building Trades/Carpentry	4100			GCC CL
Building Trades/Masonry	4080 1070	GBCI CL	FLCI CL	
Cabinet Making	4090	GBCI CL	KMCI, FLCI CL CL	
Custodial Services	5190	CCI* P	KMCI, FLCI* CL P	
Drafting: Mech and Comp	4210		KMCI, FLCI* CL P	
Electronics		TCI C	TCI C	TCI C
Electronic Servicing	4140		FLCI* P	
Food Service	1030	TCI* P	OSCI*, TCI* P P RCI* P	OCI*, TCI* C P
Graphics	2040	GBCI, CCI* CL P		
Horticulture	0010		OSCI* P	OCI* C
Machine Repair	4091	WCI CL	FLCI CL	

PROGRAM	CO.#	MAXIMUM	MEDIUM	MINIMUM
Machine Tool Operation	4200	GBCI CL	FLCI*, KMCI P CL	
Metals/Foundry	4150		KMCI CL	
Office Operations	1060 1070	GBCI, TCI* CL P	OSCI*, TCI* C P RCI* P	TCI* P
Painting and Refinishing	4240	GBCI CL		
Refrigeration/Heating Servicing	4010		FLCI* P	
Retail Sales	1110		FLCI*, OSCI* P C	
Small Engine Servicing	4610		FLCI* P	FCC*, BRCC C CL
Weatherization	4103		OSCI* P	
Welding/Metal Fabrication	4420	WCI*, GBCI P CL	KMCI, FLCI* CL P	GCC* C
Wood Industries	4091		FLCI CL	

DEPARTMENT OF CORRECTIONS

VOCATIONAL SUPPORT/RELATED COURSES AND CLASSES

KEY TO EDUCATION SERVICES: P = Program
C = Course
CL = Class

PROGRAM	CO.#	MAXIMUM	MEDIUM	MINIMUM
BLUEPRINT READING Vocational Related	4211	GBCI, WCI CL C	FLCI, KMCI C CL	
SMALL BUSINESS OPERATION Vocational Related	1040	CCI C	OSCI C	
COMMUNICATION Vocational Related	8010	GBCI, WCI CL C TCI, CCI C C	KMCI, FLCI CL C OSCI, TCI C C RCI CL	FCC, TCI C C GCC C
MATHEMATICS Vocational Related	8040	GBCI, WCI CL C TCI, CCI C/P C	KMCI, FLCI CL C OSCI, TCI C C RCI CL	FCC, TCI GCC

A:\DPS#2\table

September, 1991

DEPARTMENT OF CORRECTIONS

ADULT BASIC EDUCATION CLASSES

KEY TO EDUCATION SERVICES: P = Program
C = Course
CL = Class

PROGRAM	CO.#	MAXIMUM	MEDIUM	MINIMUM
ABE Generic	9300	GBCI, WCI TCI, CCI	KMCI, FLCI, RCI, OSCI, TCI	FCC, AWCC GCC, BRCC OCI, TCI
Communication	9150	GBCI, WCI TCI, CCI	KMCI, FLCI RCI, OSCI, TCI	FCC, AWCC GCC, BRCC OCI, TCI
Mathematics	9540	GBCI, WCI TCI, CCI	KMCI, FLCI RCI, OSCI, TCI	FCC, AWCC GCC, BRCC OCI, TCI
HSED/GED	9500	GBCI, WCI TCI, CCI	KMCI, FLCI OSCI, RCI, TCI	FCC, AWCC GCC, BRCC OCI, TCI Burke
College	9700	GBCI, WCI TCI	KMCI, TCI	TCI

* Indicates VTAE-certified programs

** Credits are awarded for reporting purposes, but they do not count toward a degree

APPENDIX 5

DOC'S MONTHLY EDUCATION REPORT

(MAY 1992)

		ENROLLMENT DATA															
	INST	Full Time	Part Time	ABE Basic	ABE Interm	ABE HSE	ABE HS	ABE Total	Voc Prog	Voc Class	Voc Rel	Univ	PALS	Unde 21	GPR Enroll	Cont Enroll	Chap 1 ADA Mthly Total
	CCI	175	38					150	67		53		30	17	203	67	
	FLCI	336	72		81	112		193	247	19	147		6	38	408		180
	GBCI	352	0	63	48	60	2	173		80	50	34	56	89	318	53	1212
	KMCI	233	65					168		185		54	86	44	168	54	636
	OCI	104	11					64	27	13			12	9	77	27	153
	OSCI	127	49	30	33	30		93	42		24		18	15	200	32	140
*	TCI	37	26	30		22		52	11	21	11	1	5	7	50	12	134
	WCI	130	84					129	28	24	42	33	68		181	33	
	RCI	131	72	30	23	91		144	34				12	24	182	34	
	WRC	45	58	48	13	4		65		10				10	103		
*	RECC	13	3	1	6	8		15	0	0			1	2	16		18
	BRCC	53	1	25	2	26		53		54				34	54		621
	FCC	23	6	7	9	7		23	3					2	28	3	0
	GCC	11	2	10	7	2		19	6		12			1	19	6	100
	ECCJ		28											11			136
*	RCJ																
	SCCC		24	1	9	14		24						7	12	12	73
**	TOTAL	1770	539	245	231	376	2	1365	465	406	339	122	294	310	2019	333	3403

58

* DATA UNAVAILABLE AT TIME OF PRINTING

** TOTALS INACCURATE DUE TO UNREPORTED DATA

		ENROLLMENT DATA															
	INST	Full Time	Part Time	ABE Basic	ABE Interm	ABE HSE	ABE HS	ABE Total	Voc Prog	Voc Class	Voc Rel	Univ	PALS	Unde 21	GPR Enroll	Cont Enroll	Chap 1 ADA Mthly Total
	CCI	175	38					150	67		53		30	17	203	67	
	FLCI	336	72		81	112		193	247	19	147		6	38	408		180
	GBCI	352	0	63	48	60	2	173		80	50	34	56	89	318	53	1212
	KMCI	233	65					168		185		54	86	44	168	54	636
	OCI	104	11					64	27	13			12	[illegible]	77	27	153
	OSCI	127	49	30	33	30		93	42		24		18	15	200	32	140
*	TCI	37	26	30		22		52	11	21	11	1	5	7	50	12	134
	WCI	130	84					129	28	24	42	33	68		181	33	
	RCI	131	72	30	23	91		144	34				12	24	182	34	
	WRC	45	58	48	13	4		65		10				10	103		
*	RECC	13	3	1	6	8		15	0	0			1	2	16		18
	BRCC	53	1	25	2	26		53		54				34	54		621
	FCC	23	6	7	9	7		23	3					2	28	3	0
	GCC	11	2	10	7	2		19	6		12			1	19	6	100
	ECCJ		28											11			136
*	RCJ																
	SCCC		24	1	9	14		24						7	12	12	73
**	TOTAL	1770	539	245	231	376	2	1365	465	406	339	122	294	310	2019	333	3403

* DATA UNAVAILABLE AT TIME OF PRINTING

** TOTALS INACCURATE DUE TO UNREPORTED DATA

COMPLETION DATA													CHAP 1	EEN			
ABE Basic	ABE Interm	ABE HSED	ABE GED	HSD	PALS	VTA Sem	VTA Tri-	VTA Prog	VOC Class	Univ Sem	Univ Assoc/D		Class Enroll	ED	LD	MR	Total
					4			4									
0	0	0	0						12								
		5	0		0	14	0	11					53	1	4	3	8
		6		1					9								
0	0	1	1		9	0	0		46	0	0		34	6	1	6	13
		0	0		4		0	0	1					0	0	1	1
																1	1
1		2	2														
0	0	1	0		0	10	0	0	5	8	0		3			4	4
		1			4												
		4												10	1	3	14
2	3	0															
									10				34	1	2	1	4
	2	1															
		0	0														
0	0	0	0			0	0	1									
		2															
3	5	23	3	1	21	24	0	16	83	8	0		124	18	8	19	45

Shaded Areas Indicate No Program Available

APPENDIX 6

ELLSWORTH WOMEN'S CORRECTIONAL CENTER'S

JULY 1992 PROGRAM STATEMENT

7-28-92

PROGRAM STATEMENT

CENTER:	Ellsworth Women's Correctional Center - REECC
ADDRESS:	21425A Spring Street Union Grove, WI 53182
TELEPHONE: FAX:	(414) 878-2392 (414) 878-4768
LOCATION:	REECC is located approximately 6 miles west of I-94 or 1 1/2 miles west of highway 45 on county Hwy C northeast of the grounds of Southern Wisconsin Center for the Developmentally Disabled (SWC).
PHYSICAL DESCRIPTION:	REECC is located on approximately 10 acres in the town of Dover, western Racine county. The "U" shaped brick structure is three stories high with an exposed basement wall on the east end. The building is divided to house two separate inmate populations - pre-release and non pre-release. The non pre-release population is contained within a secure perimeter - 12 foot fence with concertina wire and sally port entrances. Construction remains on going. The 1989 pre-release section (57 beds) was followed with phase 1A in 1991 to create an additional 50 non pre-release beds, and in 1992 a one year phase 1B will include a building for TLU, and one for non pre-release visiting with a new entrance. All functions occur within the single building and the two new structures will be attached to the structure.

RATED CAPACITY: 107

Pre-Release - 57
Non Pre-Release - 50

EMERGENCY CAPACITY: Variable

STAFF:

Superintendent:	Pat Ogren
Social Services Supervisor/ Treatment Director	Glen Link
Assistant Superintendent:	Amy Buckner
Assistant Superintendent:	Carmen Kerkman
Social Worker:	Ann Bauer
Social Worker:	James Pawlak
Social Worker AODA:	Mary Goldbeck
Teacher:	Theodore Haring
Teacher:	Clarice Huehne
Teacher:	Ethel Scholler
Work Release Coordinator:	Nazarine Mackey
1/4 Psychologist:	Christ Yiannackopoulos (Dr. Y)
1/2 Nurse:	Cathi Popelka
Food Production Assistant:	Sally Harmsen
Program Assistant:	Maureen Asbury
Program Assistant:	Terrie Luna
Maintenance Mechanic:	Ron Johnston

Officers - Correctional Officer 3:

Asplund, Karen -trainee
Blonien, Robert
Bonogofsky, John
Daley, Judy
Deschler, Lawrence
Ellingboe, Ann
Frinzi, Thomas -trainee
Garbe, Ken
Haggard, Daniel
Hartman, Lee
Hawkins, Sharon -trainee
Ingle, Ronald
Jones, Erlinder
Kyburz, Mary
LaRose, Barbara
McRae, Jackie
Meronek, Bev
Nixon, Joyce
Schneider, John
Schroeder, Wendy
Selander, Peter
Winfield, Kathy
6 vacant CO3 positions

General Descriptions of Program Assignments:

Pre-Release:

Work Release
Private Industry Council
Off Grounds Work Experience
- Racine Community Action Agency
- Racine Housing Authority
- Salvation Army

School Release
- Gateway Racine & Kenosha
- UW Parkside
- Carthage College

AODA Intensive Treatment/Criminal Thinking
- In house
- Southeastern Medical
- Social Services

AODA Aftercare
- NA - In house and community
- AA - In house and community

Parenting skills
Parenting skills Aftercare
Adult Basic Education
GED/HSED
Nutrition
Life Skills
Community Work Crews
Non Profit bulk mailings
Institution needs

Non Pre-Release

AODA Intensive Treatment/Criminal Thinking
AODA Aftercare
NA
AA
Job Skills/Office Practice
Parenting Skills
Parenting Skills Aftercare
Adult Basic Education
GED/HSED
College Correspondence
Telemarketing
Computer Applications
Non Profit Mailings/Projects
Institution needs

Center Policy on Work and Program Assignment:

Level system is in place requiring all pre-release inmates new to WCCS to spend 30 days on grounds. Pre-release and Non pre-release level systems are separate. PRC and the level system determines further placements and opportunities. All inmates work 40 hours per week.

Pre-Requisites for Placement in the Center:

Good health although HIV positive and work limitations are accepted. Physically handicapped inmates who cannot use stairs are accepted for non pre-release. Minimum security classification through PRC.

Housing:

	Pre-Release	Non Pre-Release
Single rooms	9	0
Double rooms	22	26 (12 share adjoining bathrooms)
Dormitory rooms	--	--
Apartment setting	8	0

Center Policy on Housing:

On pre-release new inmates start in a double room, at level two may request a single room, by level three will achieve the single room and on level four are eligible for apartment placement. An exception is made for a single room for inmates who are HIV positive.

Non pre-release arrivals are placed in double rooms without adjoining bathrooms. After achieving level 2, by seniority, inmates may move into rooms with adjoining baths. HIV positive inmates are housed in double rooms without roommates.

PROGRAMS

ON GROUNDS/CENTER NEED/WORK ASSIGNMENT

Job	# Avail.	Pay	Pre-requisites
Lead Kitchen	3	4-5	Preferably completed food service program through MATC at TCI.
Assistant Cook/Baker	3	4	Apprentice for lead cook/baker position.
Non Pre-Release servers	4	3	Kitchen experience or willing to learn.
Dishwasher	4	3	Positive institution adjustment, very hard worker.
Dining Room	2	2	Positive institution adjustment, very hard worker.
Inmate Drivers	2	4	Positive institution adjustment, drivers license, good driving record and organization skills.
Teaching Assistant	2	4	Excellent writing and organization skills, positive institution adjustment, longer term inmate.
Office Assistant	1	4	Excellent writing and organization skills, positive institution adjustment, longer term inmate.
AWCC In House Work Crew			
Pre-Release (approx.)	10	1-3	Skills to fit variety of jobs or able to learn necessary skills.
Non Pre-Release	10		

Full Time School			
Pre-Release	20	2 1/2	A&E goal of
Non Pre-Release	20	2 1/2	literacy, HSED or GED.
Computer Applications			
Non Pre-Release	15	2 1/2	7.0 in reading & math on ABLE
AODA/Criminal Thinking	12	2	PRCed need

Policy on Jobs: All inmates have unpaid house jobs on a rotating basis. Center need jobs are assigned according to ability and experience.

PRC Guidelines: **Pre-Release** - Four years from mandatory release (MR) or less than a defer 12 from the parole board. Work experience available until 3 years from MR or less than a defer 12, when school and/or work release are available. Release criteria of 7.0 in math and 2 of the 3 communication areas on the ABLE exam.

Non Pre-Release - More than four years from MR, overshadowing detainers and/or constant disciplinary problems.

OFF GROUNDS WORK ASSIGNMENTS - Pre-Release

Job	# Available	Pay	Pre-requisites
College Prep Correspondence	Unlimited	2 1/2	Meet academic and financial criteria
Various volunteer non-profit agency projects	Up to 20	2-3	Basic clerical skills
Work Experience	1-10	3	Clerical skills.
Project Work Crew	1-5	2-3	Skills depend on job. Based on performance.
AODA/Criminal Thinking: Southeastern Wisconsin Medical & Social Service	3	2	PRCed need

WORK RELEASE

Center Policies On Work Release:

Three years from MR or less than a defer 12, and scored above 7.0 in math and 3 of 3 communication areas of ABLE. Minimum 30 days in pre-release center, must be in concert with A&E need.

Pre-requi ites:

Completion of job readiness training through work release coordinator. Two forms of identification: birth certificate, social security cared, Wisconsin ID, or drivers license.

Number of Placements:

Not to exceed 50% of the population (Currently limited to 15 based on transportation limits).

Wages:

Varies within placement.
All checks must be mailed to the REECC work release coordinator. The inmate receives a receipt and a photocopy of the check stubs. Financial obligations vary with the inmate and are handled individually. Once check is posted at central office, the original stub is provided to the inmate. The work release coordinator maintains documentary of all inmate income.

WORK EXPERIENCE

Center Policies on Work Experience:

Four years from MR or less than a defer 12. Minimum 30 days in pre-release center, must be in concert with A&E need.

Placement Sites:

Racine Community Action Agency
Racine Housing Authority
Salvation Army

Pre-Requisites:

Ability to read, write and perform math functions at an average of 5th grade.

STUDY RELEASE - PRE-RELEASE

Program:

Educational Programs available to the community.

Description:

Degree credit courses, short term courses, workshops.

Institution:

Gateway Technical College - Kenosha and Racine Campuses
University of Wisconsin - Parkside

Duration:

Usually one or two year programs.

Start/End Dates:

PRCed 2-3 months before semester starts for financial aid application.

Pay:

.28 for hours of schooling.

Pre-requisites and Conditions Including Funding and Financial Aid:

Three years from MR or less than defer 12 and meet educational requirements of institution. PRC determines. Must have financial aid. Must meet educational requirement for entrance.

Center Policy for Remaining in the Program:

If the inmate is having difficulty, center will help find a tutor, or counseling. Dropping out is a last resort. May remove for disciplinary reasons.

RECREATION/COMMUNITY OPPORTUNITIES

On Grounds

AA
Aerobics
Basketball
Batmitten
Bible Study
Board/Table Games
Ceramics
Church Services
Crochet and Knitting
Holiday Talent Shows
Mediation Counseling
NA
Ping-Pong
Pool/Billiards
Special Holiday Meals
Sunday School
Television
Volleyball
Canteen

Off Grounds

Available as staff time and vehicle mileage permit and based on inmate level system.

AA
Baseball
Church
Escorted home visits
Escorted recreational trips - museums, zoos, shopping, movies and concerts
NA
Off-grounds canteen
Off-grounds shopping
Picnics
Planned Parenthood
Racine Theatre Guild
Swimming - as contracted from YMCA
Union Grove Public Library

*Furloughs as permitted by policy based on needs and performance.

TREATMENT PROGRAMS

Program:

Adult Basic Education

Description:

For inmates scoring below the grade level of 7 on the ABLE exam. The PALS lab is available for eligible inmates. Occurs on both Pre-release and Non Pre-release sides.

Duration:

Open ended. Completion occurs when an inmate scores above 7 on the ABLE exam in math and two of the three communication areas.

Placements:

25

Program:

GED/HSED

Description:

For inmates scoring above the grade level of 7 on the ABLE exam. Occurs on both Pre-release and Non Pre-release sides.

Duration:

Open ended. Completion occurs when an inmate achieves GED or HSED.

Pre-requisites:

Must score above the grade level of 7 on the ABLE exam in math and two of the three communication areas.

Placements:

25

Program:

College Correspondence

Description:

Degree credit courses. Occurs on both Pre-release and Non Pre-release sides.

Duration:

Open ended. Completion occurs when an inmate completes the program or decides to request PRC exit of the program.

Pre-requisites:

For inmates meeting qualifications for degree credit courses as determined by the educational resource. Most used resource is UW-Parkside.

Description:

Utilize regular degree credit correspondence and ACCESS programs.

Placements:

Approximately 20

Program:

Intensive AODA Treatment/Criminal Thinking

Description:

Samenow-Yochelson treatment model for substance abuse and criminal thinking. 240 hour three phase program including group work, counseling, and proficiency testing on basic knowledges of criminal thinking.

Pre-Requisite:

PRC and/or A&E described need.

Program:

AODA Aftercare - Chemical Choices and Changes

Description:

Weekly AODA support group for maintenance to avoid relapse, and transitioning into the community support programs.

Duration:

Open ended. Based on 12 week cycles.

Placements:

25

Pre-requisites and Conditions:

A&E defined AODA need, and successful completion of a certified AODA treatment program.

Program:

Office Skills/Practices

Description:

A motivationally based skill development program for all areas of general employment to include job search; self image; personal appearance; communication skills oral and written; ten key calculator; electric typewriter; computer - Word Perfect and Lotus; salary documents; budget; and career advancement.

Duration:

Six months

Placements:

15

Pre-requisites:

Seventh grade on ABLE exam in math and two of three communication areas.

Program:

Parenting

Description:

Parents learn and practice knowledge of human growth and development; disciplinary techniques; single parenting skills; advocacy skills for children in school systems; communication skills; community support/resource programs; day care options; and how to deal with siblings. Program progresses from classroom learning to serviced institution and home visits with feedback.

Duration:

Six month program

Placements:

15

Pre-requisites:

Children through age 18 and PRC referral.

Program:

Telemarketing - Wisconsin Leukemia Society

Description:

Telephone communication skills soliciting for specific fund drives from citizens and commerce. Follow up contacts to participants. Bulk mailing of information to all participants.

Duration:

Open ended.

Placements:

20 non pre-release inmates
3 pre-release inmates

Pre-requisites:

Fifth grade average in reading and math, and selection following personal interview.

APPENDIX 7

DOC RULES RELATING TO VISITATION

[ss. DOC 309.10 to 309.17, Wis. Adm. Code]

DOC 309.10 Visitation. The department of corrections shall encourage and accommodate the visitation of inmates by family members, friends, and others who provide support to inmates. The successful adjustment of an inmate to a correctional institution and the ultimate successful reintegration of an inmate into the community depend upon the maintenance of family and community ties. Personal contact through visits greatly assists in the maintenance of these ties. Visitation also enhances the exchange of ideas and information between inmates and the public, and many important values are thereby served.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.11 Conduct during visits. (1) Visitors are required to obey the administrative rules and institution policies and procedures regarding visitation. Visitors and inmates shall avoid loud talking and boisterous behavior. Parents are responsible for supervising their children.

(2) Inmates and their visitors are permitted to embrace and kiss at the beginning and end of each visit. Inmates may hold their children. Inmates should otherwise conduct themselves in a discreet manner.

(3) Inmates and visitors may not pass or exchange items during a visit unless authorized to do so.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.12 Visiting list. (1) Each inmate shall have an approved visitors' list.

(2) (a) Except as otherwise provided under this section, only visitors known to the inmate and on the inmate's approved list shall be permitted to visit the inmate. Each inmate shall be permitted 12 adult visitors on the visiting list, regardless of relationship.

(b) Children of the inmate and approved visitors who have not attained their 18th birthday may visit and shall not be counted against the 12 visitors permitted.

(c) Spouses of immediate family members, as defined in sub. (10), who are on the visiting list shall be listed on the visiting list but shall not be counted against the 12 visitors permitted.

(d) With the approval of the superintendent or designee, an inmate may have more than 12 visitors on the visiting list if all such visitors are immediate family members as defined in sub. (10).

(3) An inmate's approved visiting list shall show the name and address of all visitors, relationship, date of birth, the date the person was approved for visiting, and any denial of visitation privileges.

(4) Except as provided under sub. (8), a person may be approved for visiting according to the following requirements:

(a) The inmate shall submit a written request on the appropriate form asking that a person be added to the visiting list.

(b) The appropriate form shall then be sent to the prospective visitor for completion and returned to the institution.

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(c) Upon return of the form under par. (b), it will be evaluated by the designated staff member. A field investigation may be requested if further information is necessary.

(d) Minors shall be required to have written approval of their parent or guardian to visit.

(e) In determining whether a person should be approved for visiting, a proposed visitor may be disapproved only if one or more of the following criteria exist:

1. The requesting inmate has provided falsified, incorrect, or incomplete information under par. (a).

2. The proposed visitor has provided falsified, incorrect, or incomplete information on the form under par. (b) or the questionnaire is not returned in 30 days.

3. There is no signed and dated approval of parent or guardian for a proposed visitor under 18 years of age.

4. There are reasonable grounds to believe the visitor has attempted to bring contraband into any correctional institution, including the county jail.

5. The inmate has already reached the limit of 12 visitors permitted under sub. (2).

6. There are reasonable grounds to believe the visitor's presence may pose a direct threat to the safety and security of inmates and staff.

7. The inmate's reintegration into the community would be hindered because of prior criminal involvement with the proposed visitor or because of the proposed visitor's poor adjustment or reputation in the community. This rule is not intended to interfere with inmates' and visitors' pursuit of joint legal interests. Sources specifying prior criminal involvement or poor adjustment and reputation should be listed.

8. A proposed visitor may be disapproved if he or she is a mandatory release and discretionary parolee, probationer, or ex-offender who has not been released or under supervision for at least 6 months before approval unless the proposed visitor is an immediate family member as defined under sub. (10). In all cases, support for approval should come from the supervising agent or agencies involved.

(5) Visiting privileges shall not be denied because of the visitor's marital status. Approved visitors of either sex shall be permitted to visit inmates whether the married visitor's spouse accompanies the visitor or has approved of the visit.

(6) No changes shall be made in an inmate's visiting list for a minimum of 6 months from the date of approval.

(7) Visitors who have not attained their 18th birthday shall be accompanied by an adult who is on the approved list, unless the visitor is the spouse of the inmate.

(8) If a potential visitor is disapproved for visiting, the inmate and the visitor shall be informed of the reasons for the disapproval in writing. The proposed visitor can object to this decision by appealing to the su-

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perintendent. A record of the disapproval shall be kept. An inmate may appeal a disapproval through the inmate complaint review system.

(9) Immediate family members as defined under sub. (10) shall be routinely approved for visiting if requested by the inmate to be added to the visiting list of 12 visitors.

(10) Immediate family members are the inmate's natural, adoptive, or stepparents, children, grandchildren, siblings, grandparents, spouse, foster parents, and the spouses of each.

(11) The superintendent may permit occasional visits by family members not on the visiting list who live a great distance from the institution so that frequent visiting is impossible. The superintendent may require notification in advance of such a visit.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.13 Regulation of visits for inmates in the general population. (1) Each institution shall set forth in writing and make available to inmates and visitors policies and procedures providing for:

(a) The time for visits;

(b) Weekday, weekend, and night visits;

(c) The duration of visits;

(d) The number of visits;

(e) The number of visitors permitted each visit;

(f) Immediate termination of a visit for a violation of these rules;

(g) Items that may be brought into the institution during a visit; and

(h) The place of visits.

(2) These policies and procedures shall be approved by the administrator of the division of adult institutions.

(3) Each institution shall permit visits on weekends or some weekday nights, or both.

(4) Each institution shall permit visits on weekdays if consistent with scheduled activities and available resources.

(5) Each institution shall permit each inmate in the general population the opportunity to be visited at least 9 hours per week in visits of such duration as the institution specifies pursuant to sub. (1).

(6) Institutions shall require visitors to provide identification before permitting the visit.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.14 Special visits. (1) Public officials and members of private and public organizations who provide services to inmates may visit institutions with the approval of the superintendent. Arrangements for all such visits shall be made in advance with the superintendent to minimize interference with normal operations and activities. Such visits may be limited in duration and restricted to certain areas of the institution by the superintendent for security reasons. A person who has not attained

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his or her 18th birthday may not participate in any group visit except with the approval of the superintendent.

(2) Attorneys and clergy shall be permitted to visit their clients to give professional services during institution business hours on weekdays. An attorney's aide and law students shall be permitted the same visitation privileges only if an attorney has informed the institution in writing that the aide and law students will visit. Attorneys' aides, law students, and clergy must give advance notice of their visit, when feasible. Visiting attorneys, their aides, and clergy shall not count against the allowable number of visitors or hours of visits of the inmate. In emergencies, attorney and clergy visits may be permitted outside business hours with the superintendent's approval.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.15 Interinstitution visits of family members. (1) Except in the correctional center system and metro centers, visits between spouses and between parents and their children who are inmates of different adult state correctional institutions shall be permitted, subject to the following limitations:

(a) At the time of the visit, each inmate shall be in the general population and not subject to any disciplinary restriction.

(b) A visit each quarter of a year shall be permitted between married inmates, but such visit must be conducted in an institution of the same or greater security as the inmate with the highest security classification.

(c) One visit per calendar year shall be permitted between parents and children provided that such a visit is conducted in an institution of the same or greater security as the inmate with the highest security classification.

(d) Visits must be approved by staff members in each institution. The criteria for approval are the same as for other visitors, as set forth under s. DOC 309.13.

(2) In the correctional center system and metro centers, visits between spouses and between parents and their children who are inmates of different adult state correctional institutions are permitted, consistent with available resources. In scheduling such visits, priority should be given to inmates serving long sentences.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.16 Visits to inmates in segregation. (1) Inmates in segregation shall be permitted visits in accordance with this section. Institutions may increase visiting time for inmates in segregation, but shall provide an opportunity for not less than the following:

Segregated status	*Minimum visiting period*
Temporary lockup	One hour per weekday and one hour per weekend within the visiting limit
Observation	One hour per weekday and one hour per weekend within the visiting limit, with the approval of the superintendent
Voluntary confinement	Two hours per month for the first 200 days and four hours per month thereafter

Register, April, 1990, No. 412

Adjustment segregation	One hour per week
Program segregation	Two hours per month for the first 200 days and four hours per month thereafter
Control segregation	None
Administrative confinement	Three two-hour visits per month

(2) Inmates in temporary lockup, observation, voluntary confinement, adjustment segregation, and program segregation may designate 3 people from their visiting list who may visit them while in segregation. Inmates in administrative confinement may receive visits from any of the 12 visitors on their visiting list while in segregation. People who have not attained the age of 18, except the children of the inmate, must have the advance approval of the security director to visit inmates in any of the above statuses.

(3) Visits to inmates in segregated status may be limited if the superintendent determines that the visit poses an immediate threat to the inmate or another.

(4) Each institution shall make written policies and procedures relating to visits to inmates in segregation providing for:

(a) The time for visits;

(b) Weekday, weekend, and night visits;

(c) The duration of visits;

(d) The number of visits;

(e) The number of visitors permitted each visit;

(f) Immediate termination of a visit for a violation of these rules;

(g) Items that may be brought into an institution during a visit; and

(h) The place of visits.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.17 Suspension of visiting privileges. (1) A visit may be terminated and the adjustment committee or security director may suspend visiting privileges for violations of administrative rules or institution policies and procedures relating to visiting.

(2) If an inmate is alleged to have violated these rules or institution policies or procedures during a visit, a conduct report shall be written and disposed of in accordance with the rules providing for disciplinary procedures for major offenses. For such a violation, the penalty may include suspension for up to one year or termination of visiting privileges with a specific visitor and any other penalty provided in the disciplinary rules, subject to the following:

(a) A suspension of 6 months or less may be imposed by the adjustment committee and appealed to the superintendent.

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(b) A suspension of more than 6 months may be imposed by the adjustment committee and may be appealed to the superintendent and thereafter to the division administrator.

(c) With the approval of the administrator of the division of adult institutions, visiting privileges may be terminated. When visiting privileges have been terminated, there may be a reapplication for visiting to the security director no less than one year after the termination occurs and every 90 days thereafter.

(3) If during a visit a visitor is alleged to have violated these sections or institution policies and procedures relating to visits, the security director shall investigate and decide if such a violation occurred. If such a violation occurred, the security director may suspend or terminate visiting privileges with that visitor. Suspension of visiting privileges may be appealed in accordance with sub (2). The visitor and inmate shall be informed of the suspension or termination promptly in writing and the reasons for it.